

## **INSTRUCTIONS FOR CHARTER SCHOOL PROFESSIONAL DEVELOPMENT STIPEND PAYMENT**

**2010 – 2011 School Year**

**The “Charter School Professional Development Stipend Reimbursement Approval” form DOES NOT replace your registration.**

Please use one “Professional Development Stipend Reimbursement Approval” form for a maximum of four (4) charter school participants.

1. To determine if charter school staff will receive stipend reimbursement for a district in-service, view the training in Avatar, contact the department providing the training, or contact the Supervisor of Charter Schools. Stipends cannot be provided unless the Supervisor of Charter Schools has received the signed the “Charter School Professional Development Stipend Reimbursement Approval” form.
2. It is the responsibility of the charter school administrator to complete **Part I** of the “Charter School Professional Development Stipend Reimbursement Approval” form. This form must be submitted to the Supervisor of Charter Schools at least ten (10) days prior to the date of the training activity. For assistance in completing the form, please contact the Supervisor of Charter Schools.
3. Upon receipt of the “Charter School Professional Development Stipend Reimbursement Approval” form, the Supervisor of Charter Schools will ensure that all necessary information has been completed in **Part I**. Upon approval, the form will be forwarded to the district component coordinator.
4. The approved “Charter School Professional Development Stipend Reimbursement Approval” form will be available for the signature and social security number of the charter school participant attending the training activity on the day of the workshop. **Upon arrival at the training activity, it is the responsibility of the charter school employee to notify the district component coordinator (or designee) that he/she must sign the “Charter School Professional Development Stipend Reimbursement Approval” form.**
5. The district component coordinator will complete all necessary information in Part II of the “Charter School Professional Development Stipend Reimbursement Approval” form. **The object code is always 0790.**
6. Upon completion, the district component coordinator should forward the original, signed “Charter School Professional Development Stipend Reimbursement Approval” form to the Supervisor of Charter Schools.
7. The Supervisor of Charter Schools will forward the “Charter School Professional Development Stipend Reimbursement Approval” form to the Charter School Finance Specialist for processing and payment to the charter school.
8. It is the responsibility of the charter school to issue the stipend payment to the employee. The District School Board of Pasco County cannot issue payment directly to the charter school employee.

*PLEASE NOTE: Not all trainings and workshops provided through the District School Board of Pasco County offer stipends to district employees and charter school personnel. Stipends are paid to charter school employees when the training is funded through federal grant dollars. Please contact the appropriate district Component Coordinator to determine if charter school personnel qualify for stipend reimbursement.*