



Pasco County Schools

INSTRUCTIONS FOR CHARTER SCHOOL PROFESSIONAL DEVELOPMENT STIPEND PAYMENT AND COMPLETION OF THE STIPEND FORM

2022 – 2023 School Year

Charter School Teachers: Please **DO NOT** submit this form until you have confirmation of your registration for the Pasco County Schools professional development opportunity **AND** you have verified that a stipend will be available to charter school participants.

PLEASE NOTE: The “Charter School Professional Development Stipend Reimbursement Approval” form **DOES NOT** replace the registration process.

Charter schools may include a maximum of four (4) participants on one “Charter School Professional Development Stipend Reimbursement Approval” form when all participants are attending the same training.

1. It is the responsibility of the charter school teacher to confirm that a stipend will be made available to participants. Charter school teachers should contact the District Component Coordinator (as identified in myPGS or via a memo or email notification), the Component Coordinator’s secretary, or **Program Coordinator for Charter Schools** to verify that a stipend will be made available to participants.
2. It is the responsibility of the charter school teacher to complete **Part I** of the “Charter School Professional Development Stipend Reimbursement Approval” form **AND** obtain the approval and signature of the charter school administrator.
3. The completed form must be submitted to the District’s Charter School Office at least ten (10) days prior to the date of the training activity. For assistance in completing the form, please contact the Charter School Office. See contact information below.
4. Upon receipt of the “Charter School Professional Development Stipend Reimbursement Approval” form, the Charter School Office will confirm the availability of a stipend, funding source, and complete the information required in **PART I**. If approved, the Charter School Office will send this form to the charter school administrator to notify the respective teachers of eligibility status.
5. On the day of the training activity, the charter school teacher will sign the sign-in sheet to confirm their attendance. If the training is virtual, then the attendance will be verified by log-in/virtual attendance. The attendance roster will be provided by the Component Coordinator/trainer(s) to the **Program Coordinator for Charter Schools** to be entered by reference on the “Charter School Professional Development Stipend Reimbursement Approval” form with the charter school teacher’s MUNIS number.
6. Upon completion of the training, the **Program Coordinator for Charter Schools** will reach out to the **District Component Coordinator** for information to complete all necessary information in **Part II** of the “Charter School Professional Development Stipend Reimbursement Approval” form. The correct financial coding will be entered and the form is sent to the charter principal.
7. The stipend payment will be issued to the teacher’s charter school. It is the responsibility of the charter school to issue the stipend payment to the teacher. Pasco County Schools cannot issue payment directly to the charter school employee.
8. If the charter school elected to receive District services under a federally funded professional development opportunity, then the “Charter School Professional Development Stipend Reimbursement Approval” form will be submitted to Finance for reimbursement.

PLEASE NOTE: *Not all trainings and workshops provided through Pasco County Schools offer stipends to district employees and/or charter school personnel. Stipends are paid to charter school employees only when the training is funded through federal or state grant dollars.*

REMINDER: The charter school teacher should contact the appropriate District Component Coordinator, or designee, to determine if charter school personnel qualify for a stipend.

For questions or assistance, please contact:

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Pasco County Schools

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