

Title 1 / LAP ADDITIONAL STAFF/EXTRA WORK REQUEST

SCHOOL: _____ DATE: _____

PARENT INVOLVEMENT <input type="checkbox"/>	DISCRETIONARY <input type="checkbox"/>	10% PROFESSIONAL DEVELOPMENT (TITLE 1 ONLY) <input type="checkbox"/>
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This form must be submitted to the Title I/LAP office and APPROVED prior to adding this support.

ACTIVITY TITLE: _____

PURPOSE OF ACTIVITY: _____

TYPE OF ACTIVITY:

EXTRA WORK (Add additional hours to employee's schedule) Certificated: _____ Classified: _____
PROJECTED START DATE: _____ PROJECTED END DATE: _____
NUMBER OF HOURS PER DAY/WEEK: _____ TOTAL NUMBER OF HOURS: _____
STAFF NAME(S): _____ _____
Certificated: $(42.34) \times (\text{total \# of hours}) \times (\text{total \# of people})$
Classified: $(17.47) \times (\text{total \# of hours}) \times (\text{total \# of people})$
TOTAL COST: _____

HIRE ADDITIONAL STAFF Certificated: _____ Classified: _____ Hourly: _____
PROJECTED START DATE: _____ PROJECTED END DATE: _____
NUMBER OF HOURS PER DAY/WEEK: _____ TOTAL NUMBER OF HOURS: _____
STAFF NAME(S): _____
TO HIRE HOURLY EMPLOYEE: Submit this form along with a completed Non/Regular Employee assignment setup form and a Recommendation to Hire.
TO HIRE CLASSIFIED OR CERTIFICATED EMPLOYEE: Submit this form to your program specialist.
TOTAL COST: _____

TOTAL COST FOR ACTIVITY: _____

PRINCIPAL: _____ DATE: _____

TITLE 1 CONTACT: _____ DATE: _____

TITLE I OFFICE USE ONLY

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TITLE 1 APPROVAL: _____ DATE: _____

NOTES: _____

Hourly Rates*
Cert extra work : \$41.00
Class extra work: \$17.47
Hourly employee: \$13.00
Hourly employee full year: \$7020
Interpreter \$25.00
Childcare \$12.00
*Use these figures for budget purposes only, not actual pay rate.