WHAT'S NEW?
Prior Approval & Extra Service Vouchers
Prior Approval Workflow

Teacher → Supervisor → Human Resources
NEW! PRIOR APPROVAL PROCESS

All activities must be approved by the activity supervisor BEFORE the activity takes place.

This form can be submitted via phone, tablet or computer.

This form can include multiple days/times needed for a specific activity.
START BY VISITING THE SPS WEBSITE
Hover your mouse over the 'Staff' tab.
Or you can navigate directly to this page using the URL above

https://www.stamfordpublicschools.org/district/current-employees/pages/forms
Reminder: all activities must have prior approval before being completed.
Start by selecting your name from the drop down list.

Your Employee ID will automatically populate – please verify to ensure correct payment.

TIPS:
Teacher Name is listed in Alphabetical Order by Last Name – If you start to type the first few letters of your last name, it should navigate to your name.

This form is a smart form – if completed on a device often, it will start to remember your responses making the completion even faster!
Please select your activity supervisor from the dropdown list! This will allow the form to be sent directly to them for approval.

Enter your city email here for notification of approval/denial.
Enter brief activity name here – you will have an opportunity to provide the narrative below.

TIPS:
The total number of hours to be worked listed here are what the activity supervisor is approving payment for – if there are changes to this amount, please submit for another approval for the additional hours!

Enter Total # of Hours to be worked.
TIPS:
Be as descriptive as possible in the narrative section so your supervisor and administrator know exactly what work you will be completing and why!

Select whether this work is paid at the “curriculum rate” with or without students, or at a “per diem” rate.

Enter description/narrative of activity here.

Lastly – just hit submit!
This is your confirmation screen – please check your email for receipt of prior approval form.
Thank you for submitting for Prior Approval for Extra Service Activities! Please stay tuned for the response. If you do not receive a response, please reach out directly to your activity supervisor.

Have a great day!

Thank you for submitting for Prior Approval for Extra Service Activities! Your request has been approved.

Please complete the voucher below for payment after completing the activity. Please be advised you will need to complete a separate Payment for Extra Service voucher for each day worked.

Payment for Extra Service Voucher

If you have any questions about this response, please contact your activity supervisor or administrator.

Thank you!
Thank you for submitting for Prior Approval for Extra Service Activities. Unfortunately, your request has been Denied for the following reason(s): This activity is not an approved activity for teacher extra service vouchers - please see me for more information. - Supervisor.

If you have any questions about this response, please contact your activity supervisor or administrator.

Thank you!
Click below for video example...

Special thanks to Jonathan Kolman (TOSA) for these awesome videos!
Please see “Payment for Extra Services Voucher Training”