



Stamford Public Schools

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Prior Approval & Extra Service Vouchers

POWERED BY



Stamford Public Schools

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Prior Approval Workflow



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





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are Stamford Public Schools...

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I can say with confidence that I have found more

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Stamford Public Schools provides an education that cultivates productive habits of mind, body and heart in every student.

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Four Stamford Educators to Explore the World This Summer
Through Self-Designed Fellowships to Improve Classroom
Practice »

START BY VISITING THE SPS WEBSITE



HOVER YOUR MOUSE OVER 'STAFF' TAB

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Rogers International Student Teams Earned Second and Third Place at 37th National Academic Championship »

Stamford Public Schools (SPS) announced that **Rogers International School...**

<https://www.stamfordpublicschools.org/district/current-employees/pages/forms>

Or you can navigate directly to this page using the URL above

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CLICK on Forms

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Stamford Public Schools (SPS) announced that Rogers International School...

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Forms

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Childcare Scholarship Forms

Community Concerns Reporting Form

Employee Information Change Form *** For address, name, and phone number changes

Leave of Absence Forms

- [Family and Medical Leave Act Forms](#)

[Federal Tax Withholdings](#)

[State Tax Withholdings](#)

[Visit Form](#)

[Plan Form \(SEA Only\) - return to Human Resources by August 14, 2019](#)

Teacher Extra Service Forms (SEA Only)

- [Extra Service Prior Approval Form](#)
- [Authorization Voucher for Payment for Extra Services](#)

Salary Reclassification Forms

Tuition Reimbursement Forms

Reminder: all activities must have prior approval before being completed





Or you can navigate directly to this page using this URL



Extra Service Prior Approval Form

Start by selecting your name from the drop down list



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

Teacher Name *

Employee ID # *

Enter City Email here for response *

Activity Supervisor *

Requesting approval for the following activity *

Total Extra Hours to be worked *

Please select the type of payment: *

Description / Narrative *

please include dates if multiple dates/vouchers will be submitted for this activity

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!

If you have any questions, please reach out to your administrator.

Teacher Name *


Select name

Employee ID # *

0

Enter City Email here for response *

**Enter your city email here
for notification of
approval/denial**



Activity Supervisor *

EXAMPLE

Requesting approval for the
following activity *

Total Extra Hours to be
worked *

Description / Narrative *

Please include dates if multiple dates/vouchers will be submitted for this activity

Submit

**Please select your activity supervisor from the
dropdown list!**

**This will allow the form to be sent directly to them for
approval.**



If you have any questions, please reach out to your administrator.

Teacher Name *

Select name

Enter brief activity name here – you will have an opportunity to provide the narrative below

Enter City Email here for response *

Activity Supervisor *

EXAMPLE

Requesting approval for the following activity *

Total Extra Hours to be worked *

Please select the type of payment: *

Description / Narrative *

please include dates if multiple dates/vouchers will be submitted for this activity

Enter Total # of Hours to be worked

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!

Submit

If you have any questions, please reach out to your administrator.

Teacher Name *

Select name

Employee ID # *

0

Enter City Email here for response *

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

City Supervisor *

EXAMPLE

Requesting approval for the following activity *

Total Extra Hours to be worked *

Please select the type of payment: *

Description / Narrative *

please include dates if multiple dates/vouchers will be submitted for this activity

Enter description/narrative of activity here

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!

Lastly – just hit submit!

Submit



**This is your confirmation
screen – please check
your email for receipt of
prior approval form**



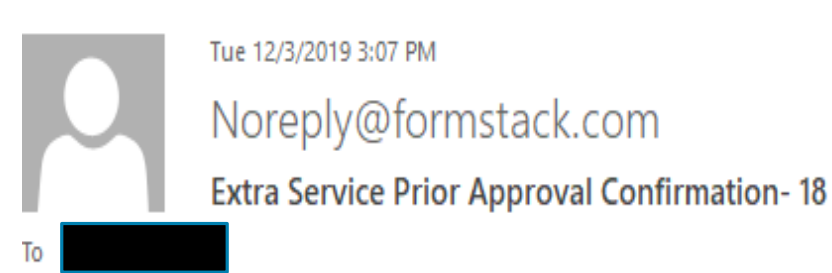
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Thank You

The form was submitted successfully.

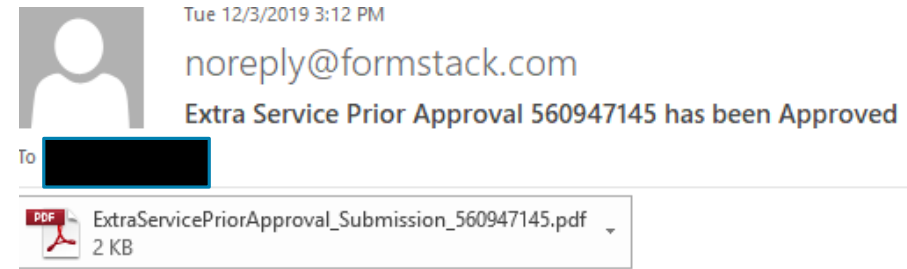
Awaiting response...



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!

Approval Email Example



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!

Denial Email Example



Tue 12/3/2019 3:17 PM

noreply@formstack.com

Extra Service Prior Approval 560949981 has been Denied

To



ExtraServicePriorApproval_Submission_560949981.pdf
2 KB



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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...



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Special thanks to Jonathan Kolman (TOSA)
for these awesome videos!





Please see “Payment for Extra Services Voucher Training”