

Student Teacher Mentor Stipend Form

****PLEASE PRINT INFO—MUST PROVIDE FORM FOR EACH SEMESTER THAT YOU MENTOR STUDENT****

Mentor's Name- _____ Campus- _____ School Year- _____

Student's name- _____ College- _____ Subject- _____

Beginning date of mentor session- _____ End date- _____

Signature of mentor teacher- _____

Signature of student- _____

Signature of college advisor- _____

Signature of campus administrator- _____

PLEASE RETURN COMPLETED FORM TO THE HR DEPT. AT CENTRAL OFFICE

FORM APPROVED _____ FORM NOT APPROVED _____

Payroll/Personnel Department initial- _____ / _____ Date _____

ALL SIGNATURES MUST BE FILLED IN AND THIS FORM CHECKED BY THE PERSONNEL DEPARTMENT BEFORE YOU WILL RECEIVE STIPEND OF \$520 PER SEMESTER ON YOUR CHECK (IF STUDENT TEACHER HAS A SPLIT ASSIGNMENT, EACH TEACHER WILL RECEIVE \$260 FOR THEIR PART MENTORING). COMPLETED FORM MUST BE RETURNED TO JENIFER AT CO NO LATER THAN THE LAST DAY OF EACH SEMESTER.