OAK GROVE SCHOOL DISTRICT

District Office: 6578 Santa Teresa Blvd, San Jose, CA 95119
☏ Phone: (408) 227-8300. Fax: (408) 629-7183

CERTIFICATED STIPEND REQUEST FOR TEMPORARILY VACATING OR PACKING AND UNPACKING CLASSROOM

In Preparation for School Modernization, Construction, Maintenance, and/or Carpet Replacement (FMOT) Project

A. SCHOOL USE ONLY: Employee's Name:

School (Select Site): Click to Select School Site			Classroom or Portable No.:		
Employee's No.:		Email:		Phone/Ext.:	
Classroom Needs To Be Vacated by	From Date & Time:	☐ a.m. ▪ p.m.	To Date & Time:	☐ a.m. ▪ p.m.	
Type of Stipend: (check one)	☐ Temporary Vacating Room*		▪ Preparation for Carpet Replacement**		

List of Supplies, Books, Materials, Equipment, etc. to be moved out of classroom or pack and unpacked

Item No.	Item(s) to be Vacated or Packed & Unpacked	Item(s) labeled? (check one)	Item(s) mapped to be returned to previous location? (check one)
1.		☐ Yes ☐ No ▪ N/A	☐ Yes ☐ No ☐N/A
2.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
3.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
4.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
5.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
6.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
7.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
8.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
9.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A
10.		☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐N/A

Employee's Signature:	Date:
Principal's Approval	Date:

B. DISTRICT APPROVAL (Complete Section A and send to the District Office, Attn: Mariane Pham)

Budget: 211-9016-0-2982-01-0000-8500-074100-085		
Amount Approved: $_____	Associate Superintendent	Date & Time

*and ** per OGEA Contract, Section 12.5.6 | Report Distribution: Original to Payroll; copy to FMOT and/or IT Department(s)

Dr. Ivan Chaidez, Superintendent
Board of Trustees: Frances Herbert | Kaushik C. Joglekar | Diego Martinez | Otila Salazar Torres | Nancy Yue
An Equal Opportunity/Affirmative Action Employer

Our mission . . . "to ensure that every child's potential is achieved."