

Please complete this form on your device so it will auto-calculate. Please email the signed form to lmars@spmail.org.

Federal Programs Exception Pay Request Form

Please complete this form **prior** to any work being assigned or completed. **Submit 2 weeks prior to event.**

Exception Pay must be approved before it is worked!

All Tutors must be certified in the area in which they are tutoring in order to be approved.

Our office will verify certification and once approved, you will be given additional information on how to submit time for payment.

School/Department:

Today's Date

Funding Souce (Select one)

Event Date

Compensation Category (Select one)

Reason for Extra Duty Pay:

(Describe why/how this will affect student achievement and instruction.)

Pay is based on the 2026-2027 Salary Schedule and Compensation Category.

[illegible]