

Appendix C: REQUEST FOR CURRICULUM DEVELOPMENT PAYMENT

Date of Request:

Name:

Curriculum/Course being developed:

Proposed dates and time of work:

Estimated number of hours required to complete work:

Amount requested for reimbursement (please refer to the bargaining unit contract for the hourly curriculum development rate):

Please describe the specific tasks that will be completed. Identify any additional support (personnel, resources, materials) that you will require:

The work has been recommended and approved by the curriculum facilitator/instructional leader/district coordinator/building administrator

Name:

Title:

Date of approval:

Principal approval:

Date:

Request Approved

Request Denied

Assistant Superintendent Signature:

Date:

If approval is granted, please use a timesheet and submit in writing the dates and hours worked and the product to the Central Office for reimbursement.