

Burnt Hills-Ballston Lake Central Schools

From the Human Resource Office

Request for Payment for Student Teacher/Intern Supervision

Article 20, Section 7, F (4) of the effective contract with the Teachers Association states that teachers who supervise a student teacher and/or an intern are entitled to one (1) salary credit (\$35.00) for each supervisory experience. The payment must be requested by the teacher at the completion of the supervisory assignment, on the form below. The additional money will be added to the annual salary after the form as been received.

Name of Supervising Teacher _____

Social Security Number _____

Name of Student Teacher or Intern _____

Dates of Supervisory Experience _____

College or University _____

I am requesting payment of one (1) salary credit for supervision of
The student teacher/intern described above.

Signature of Teacher

Date

Signature of Building Principal

Date

Approved for Payment:
Assistant Superintendent for Curriculum

Date