Anthony Independent School District
In-service -- Training Pay Request Form
2007-2008 School Year

This form is to be used in those cases where:

1 Anthony Independent School District teachers have been assigned or requested to attend District sponsored In-service TRAINING on a full or half day basis.
2 The teacher requesting In-service Pay is not going to be compensated by any other Grant, Program or entity.
3 Training must be provided by the District, at a District designated location and delivered on weekends or non-duty days.
4 The rate of pay is as follows:
   a. Full day [7 training hours] = $100.00
   b. Half day [3.5 training hours] = $50.00
5 The Lunch Period may vary but the total training time in the classroom equals 7 hours [full day] or 3.5 hours [half day]
6 The District reserves the right to refuse employees the opportunity to attend similar training [locally or out of town] if said training was provided by the District and the employee chose not to attend.
7 These In-service -- Training Pay requests will be processed in accordance with the pay date schedule [copy available on-line]. NO EXCEPTIONS!

Print Employee Name: _____

Print Employee Work Site: _____

Print Course/Training Title: _____

Print Training Date(s): _____

Check one: Full Day $ 100.00 ☐ Half day $ 50.00 ☐

1.5 Days $ 150.00 ☐ 2 Days $ 200.00 ☐

Start time: _____ End Time: _____

Attendance Verification by Presenter: _____
Signature/Date

Approval - Site Administrator: _____
Signature/Date

NOTE: The data entry cells [those that require your response] are not cell protected. You can enter data in these cells.

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