Stipend Request Checklist

In order to ensure timely processing of stipend request, please adhere to the following guidelines:

Submit all required documentation with stipend request

- Expenditure Form
- Stipend Request Rationale Form

Stipend Request for State-Certified (Full-Time Board Employee)
*This is a full-time certified employee (9, 10, 11, or 12 month)

- Must have a current and valid Alabama teaching certificate, as documented on the ALSDE website (https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx)
- Stipend hours and payment must be outside of the full-time hours (i.e. After-School, Before School, Saturdays, and/or Summer)
- Stipend payment of $25.00 per hour
- Submit at least 30 days before requested start date.

Stipend Request for State-Certified (Retire Teacher/Tutor)
*This is a tutor who chooses to maintain his/her Alabama certificate.

- Must have a current and valid Alabama teaching certificate, as documented on the ALSDE website (https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx)
- Stipend hours and payment may occur during the regular school day and after-school
- Stipend payment of $25.00 per hour and not to exceed 5 hours per day or 25 hours per week.
- Submit at least 30 days before requested start date

Stipend Request for Tutor (Substitute Status Only)

- Must have a current and valid Alabama substitute license, as document on the ALSDE website (https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx)
- Stipend hours and payment may occur during the regular school day and after-school
- Stipend payment of $20.00 per hour and not to exceed 5 hours per day or 25 hours per week.
- Submit at least 30 days before requested start date

Remember, all stipend requests must be approved by Human Resources prior to beginning work. Additionally, please reference the Tutoring Stipend/Budget Calculations Document.

As always, if assistance is needed, please contact your Federal Programs Compliance Monitor or our office.