

**Mill Valley School District  
Teacher Stipend Request  
Private School Recommendation Letters**

Stipends are available to teachers for letters written on behalf of students applying to private schools. (*Summer camps are excluded*). To qualify for a stipend, letters must be written outside of regular school hours. Stipend is \$20.00 ***per letter for certain multiple applications***. (Per MVTA-Appendix C)

**Form(s) should be submitted at the END OF EACH MONTH to the District Office – Payroll to avoid penalties and interest.**

Teacher Name (print): \_\_\_\_\_ Site: \_\_\_\_\_

STUDENT NAME:	SCHOOL APPLIED TO:	DATE WRITTEN:	SITE VERIFICATION		
			PAID BY PARENT:	CHECK #:	DATE RECEIVED:

\_\_\_\_\_  
Teacher Signature                      Date

\_\_\_\_\_  
Principal Signature                      Date

Account Code: 01-0000-0-1160.00-1110-1010-\_\_\_\_-000-000 \_\_\_\_\_ X \$20.00 = \_\_\_\_\_  
# Student Letters                      Total Due