

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 \$15.00 **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 \$15.00 = _____
Student Letters Total Due

Approved – Business Office