

College Place School District

Certified Incentive/Principal Supplemental Day Application

In order to be eligible for additional payment for attendance at approved workshops or to work on approved projects at school during professional days, other supplemental days, or Service Incentive Days, the following application form must be submitted to your building principal for prior approval.

The Payroll cut off date for payment will be the 10th of the month.

10 Year District Service Incentive Day

15 Year Education Service Incentive Day

20 Year Education Service Incentive Day

Principal Supplemental Day

Teacher _____

Date _____

Teacher Signature Date

Principal Signature Date

Superintendent's Approval for Payment Date

Business Office Use Only

Date received in Business office _____

Amount of Payment _____ **Hours** _____

Month Paid _____ **Account Code** _____