

**TUNKHANNOCK AREA SCHOOL DISTRICT**

**INDUCTION PROGRAM**

**REQUEST FOR SUPPLEMENTAL PAYMENT**

We have completed all steps of the induction program work. Payment is requested as follows:

- FIRST SEMESTER/SECOND SEMESTER (PLEASE CIRCLE ONE OR BOTH)

\$250 (ONE SEMESTER)

\$500 (BOTH SEMESTERS)

***(IF INDUCTEE IS BEING MENTORED IN BOTH SEMESTERS OF SAME SCHOOL YEAR– PLEASE DO NOT SEND PAYMENT UNTIL THE END OF THE SECOND SEMESTER. IF BROKEN UP BETWEEN SCHOOL YEARS REQUEST FOR PAYMENT CAN BE SENT AT THE END OF THAT SEMESTER.)***

PLEASE PAY (MENTOR): \_\_\_\_\_ DATE: \_\_\_\_\_

INDUCTEE'S SIGNATURE: \_\_\_\_\_

BUILDING PRINCIPAL'S SIGNATURE: \_\_\_\_\_

ASSISTANT SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

A COPY OF THE COMPLETED INDUCTION BOOKLET MUST ACCOMPANY THIS FINAL PAYMENT FORM. BEFORE FINAL PAYMENT CAN BE MADE ALL STEPS OF THE PROGRAM MUST BE COMPLETED INCLUDING THE FINAL MEETING WITH CENTRAL OFFICE ADMINISTRATORS. AFTER ALL STEPS ARE COMPLETED, THE ORIGINAL COPY OF THE INDUCTION BOOKLET WILL BE PLACED IN THE INDUCTEE'S PERSONNEL FILE AND THIS REQUEST