Date Submitted:_____

JEFFERSON COUNTY BOARD OF EDUCATION
REQUEST FOR SUPPLEMENT
2010-2011
SUPPLEMENT ADDITION/DELETION REQUEST FORM

NAME OF SCHOOL: _____
Athletic, Band, Choral, Drama, Debate, or Academic

Salary supplements may be granted by the Jefferson County Board of Education to academic, arts education, and athletic coaches/directors for assignments performed outside the hours of the regular school day. These supplements are not a part of the teacher's salary and are granted on a yearly basis. All supplements will be paid in twelve equal installments.

List only the sponsor or director actually fulfilling each supplementary assignment. Please complete a separate form for each specific area as needed.

Supplementary Assignment	Name of Employee	Employee ID #	Years of Exp.	Supplementary Amount
			TOTAL	$

Principal's signature below signifies his/her approval of the supplementary salary requests listed above. This signature is also verification that all personnel listed above are presently employed in <u>certificated</u> positions by the Jefferson County Board of Education and possess a valid Alabama Teacher's Certificate. Any deviation in salary supplements must be approved by the appropriate personnel listed below:

APPROVED:

_____, Principal

_____, Director of Instructional Services

_____, Director of Athletics

_____, Director of Arts Education

_____, Director of Human Resources

_____, Deputy Superintendent