

**REQUEST FOR PAYMENT- AP TUTORIALS**

Teacher's Name: \_\_\_\_\_

Building: \_\_\_\_\_ Subject: \_\_\_\_\_

Dates	Minutes	Teacher's Signature
		<i>Principal's Signature</i>

- Prep tutorials are defined as a continuous 70-minute period of direct instruction for AP testing; 35-minute prep periods, or other variances, can be arranged at the time the tutorial schedule is submitted\*
- Pay for a 70-minute tutorial is \$40; pay for a 35-minute tutorial is \$20
- For budgeting purposes, a 70-minute tutorial is \$50 (incl. FICA and retirement); 30-minute tutorial is \$25
- Teachers may schedule up to fifteen 70-minute tutorials before/after the school day
- Prep tutorial schedules for both high schools will be shared (through like-AP teachers) so that students can attend tutorials at both schools
- Teachers will submit the *Request for Payment – AP Prep Tutorials* form to the principal at the conclusion of the final scheduled tutorial

\*Teachers will submit a copy of tutorial schedules to the principals prior to the first scheduled tutorial; the principals will direct any requests for variance to the Deputy Superintendent for approval.

**Payment Authorization – Deputy Superintendent's Office**