

## Request for Compensation for Evaluations during Non-Contract Days

**\*\* To be submitted to the Director PRIOR to completing the evaluation(s).**

With approval from the Director:

- ECSE teachers and SLPs shall be compensated at a rate of \$15.00 per unit (1 unit = 15 minutes), not to exceed twelve (12) units, for completion of an early childhood or speech-language evaluation during non-contract days.
- Compensation for evaluation report writing shall be \$15.00 per unit (1 unit = 15 minutes), not to exceed four (4) units.
- ECSE teachers and SLPs will also be compensated for round-trip driving time from their home to the child's home or other approved setting at a rate of \$25.00 per hour plus mileage reimbursement for use of own vehicle according to the Cooperative's mileage reimbursement rate.

**Employee's Name:** \_\_\_\_\_ **Student's Name:** \_\_\_\_\_ **School District:** \_\_\_\_\_

**Date Request Sent:** \_\_\_\_\_ **Date Evaluation(s) Scheduled:** \_\_\_\_\_

**Purpose of the Evaluation: (✓ Check one)**

1. ☐ Birth to 3 Initial Evaluation
2. ☐ Birth to 3 Transitional Evaluation
3. ☐ Doctor's Referral
4. ☐ Part of Multidisciplinary Autism Evaluation
5. ☐ Other, Explain: \_\_\_\_\_

**Estimated Time to Complete Evaluation(s):** \_\_\_\_\_

**Director's Determination:**

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Not approved**

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_