

Washington West Supervisory Union

School _____

Date _____

Dear _____,

Thank you for agreeing to provide Extended School Year (ESY) services to eligible students this summer.

You will be paid in accordance with the WWSU policy and procedures for Extended School Year Services (check those items which apply):

- Certified Teacher (per diem rate according to negotiated agreement)
- Highly Qualified Paraprofessional - \$20/hour (functioning as a paraeducator)
- Paraprofessional with a Teaching License (functioning as a licensed teacher as required by the IEP) - \$25/hour

I will inform you about your schedule and assignment for ESY services. In order to be paid, timesheets must be completed and submitted to me for approval.

Sincerely,

Building Principal

- Provide a copy of this form to WWSU Central Office
- Submit completed time sheets to WWSU Payroll Coordinator at Central Office

Attachments: WWSU Extended School Year Policy
WWSU Guidelines and Procedures for Extended School Year (ESY) Services