



Request for Classified Extended Days / Additional Hours

Print Form

Federal Programs
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9278 || F: (907) 746-9290

Please keep in mind that hours in excess of a 40 hour week, must be compensated at time-and-a-half their normal hourly rate. This form must be emailed to Peter Browning Peter.Browning@matsuk12.us no later than 2 weeks prior to the extension start date.

A job description of the extended contract duties must be attached.

Name of Activity:	
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Principal/TOSA Making Request:			
Principal/TOSA Signature:		Date Signed:	
District Administrator Making Request:			
Administrator's Signature:		Date Signed:	

Job Description for Extended Contract Attached ☐ YES ☐ NO

Name	School	Contract Start Date	Contract End Date	#of Additional Hours Per Day	Describe Duties

Federal Programs Department Use:	
Account Code Established:	<input type="radio"/> Yes <input type="radio"/> No
Account Code:	
Federal Programs Director or Grant Budget Supervisor Approval:	