

Sandy Garrett
State Superintendent of Public Instruction
Oklahoma State Department of Education

State Superintendent's Master Teachers Project

STUDY GROUP INFORMATION

Sign-in Sheet

Participants must sign in each time the study group meets. Each Sign-in Sheet must be signed and dated by the Master Teacher and the site principal.

Vendor/Payee Form

A Vendor/Payee Form must be completed by each participant in the study group who has not previously completed one. (If anyone is unsure whether they've completed a form previously, have them complete another one.) Forward original signed forms to the administrative assistant assigned to your content area curriculum director as early as possible. The forms will be forwarded for processing and the assignment of a vendor number. A vendor number is required before a stipend payment can be made.

Stipend Request Form

Complete only the unshaded portions of the Stipend Request Form. Ensure that all participants listed have completed the required minimum of six hours.

Study Group Reimbursement

When you have completed all sessions of your study group, forward the original Sign-in Sheets (keep the yellow copies for your files) from all sessions and the original Stipend Request Form (keep the yellow copy for your files) to the administrative assistant assigned to your content area curriculum director. Ensure all forms are complete (appropriate blocks completed, all required signatures obtained) to avoid any delays in processing.

Address of Oklahoma State Department of Education

Send all study group documents to:

Oklahoma State Department of Education
Attn: Applicable Administrative Assistant (See SDE Contact List by Content for AA's Name)
2500 North Lincoln Boulevard, Suite 315
Oklahoma City OK 73105