





**DISTRICT OF COLUMBIA PUBLIC SCHOOLS  
EXTRA DUTY ASSIGNMENT AUTHORIZATION**

I, \_\_\_\_\_, agree to conduct  
(Name)

\_\_\_\_\_ at \_\_\_\_\_  
(Name of Activity) (Name of School)

during the period \_\_\_\_\_ to \_\_\_\_\_  
(Starting Date) (Ending Date)

to be paid in accordance with the Extra Duty Pay Distribution Formula at the activity rate of \$\_\_\_\_\_ per full participation in the activity. Where the activity is conducted for less than the full activity period, the amount of compensation will be reduced accordingly on a prorated basis. I further agree that the above activity will be conducted beyond and in addition to my regularly assigned classroom teaching schedule; and that the above activity will be conducted for \_\_\_\_\_ hours per day, \_\_\_\_\_ days per week, \_\_\_\_\_ hours per week.

**If you fail to be fingerprinted, clear the background check, receive a coaching ID, and/or complete department mandatory meetings and trainings, you are ineligible for payment for work. By signing below, you acknowledge that you fully understand that you are required to clear a background check via fingerprint screen conducted by the DCPS Office of School Security, receive a coaching ID, attend mandatory meetings, and complete trainings at [nfhslearn.com](http://nfhslearn.com).**

I understand this requirement. \_\_\_\_\_  
(Please initial)

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee I. D. Number / Social Security Number

\_\_\_\_\_  
Coaches's Home Address

\_\_\_\_\_  
Cell or Home Phone

\_\_\_\_\_  
City State Zip Code

## Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures

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By signing below, I acknowledge that I have received a copy of the Athletic Extra Duty Pay Procedures guide for the current **school year**. I further acknowledge that I have been informed, I have read **and** that I understand the policy guidelines described in the Athletic Extra Duty and Stipend Pay Procedures guide.

Date Received:

\_\_\_\_\_

Name of School:

\_\_\_\_\_

Recipients Name:

\_\_\_\_\_

(Print)

Recipients Name:

\_\_\_\_\_

**Submit this form**

- 1 Coaches – give a copy of this form to your school-based Athletic Director**
- 2 Athletic Coordinators/Director’s – send this form to DCIAA and keep a copy for your records**
- 3 DCIAA Workers – give a copy of this form to your DCIAA point of contact**

# Extra Duty & Stipend Payment Status Inquiries



### PAYMENT STATUS INQUIRIES

To follow up on the status of your extra duty/stipend payment please use the list below contact the appropriate person:

Type of payment	1 <sup>st</sup> Point of Contact	2 <sup>nd</sup> Point of Contact	Contact Number
Extra Duty Pay (DCPS coaches only)		Payroll	202-442-5300
Stipend Payments (Non-DCPS coaches only) <ul style="list-style-type: none"> <li>Coaches are paid as vendors</li> <li>Vendor payments are processed <b>30 days</b> from the date the technician <b>receives your stipend paperwork</b>.</li> <li><b>You must wait at least 2 weeks</b> from the date your AD tells you that your paperwork was submitted to the Central Office/OCFO <b>before contacting Accounts Payable. DO NOT CALL BEFORE THEN.</b></li> </ul>	Contact AD to confirm when paperwork was submitted to Central Office	Accounts Payable	See list below

**ACCOUNTS PAYABLE – FOR ALL NON-DCPS COACHES/WORKERS**

**DCPS ACCOUNTS PAYABLE TECHNICIAN ASSIGNMENT LETTERS**

AP Technician	DCPS – First Letter of Vendor Name	Telephone Number	E-mail Address
Eva Guzman	D, I, J, N, O, U, Y	442-5291	<a href="mailto:Eva.Guzman@dc.gov">Eva.Guzman@dc.gov</a>
Leketa White	A, C, Z	442-5241	<a href="mailto:Leketa.White@dc.gov">Leketa.White@dc.gov</a>
Melbern McCoy	G, L, S	442-5263	<a href="mailto:Melbern.Mccoy@dc.gov">Melbern.Mccoy@dc.gov</a>
Stacey Langley	E, F, T, W, X	442-5135	<a href="mailto:Stacey.Langley@dc.gov">Stacey.Langley@dc.gov</a>
Tewsdays Porter	H, K, P, Q, R	442-5212	<a href="mailto:Tewsdays.Porter@dc.gov">Tewsdays.Porter@dc.gov</a>
Tina McClary	B, M, V	442-5275	<a href="mailto:Tina.Mcclary@dc.gov">Tina.Mcclary@dc.gov</a>

*This information is subject to change without notice*

**REMEMBER**

**You must wait AT LEAST 2 WEEKS** from the date your AD tells you that your paperwork was submitted to the Central Office/OCFO **before contacting Accounts Payable.**

**DO NOT CALL BEFORE THEN!**

***You will be instructed to contact your ATHLETIC DIRECTOR!***