

Mentor Stipend Submission

Supplemental Verification Form

The purpose of this form is to provide a method to request Mentor stipend payments which cannot be requested through the traditional method because the Mentor cannot be linked to their Mentee in the DEEDS Mentor Center.

Site Coordinators should request pay for all Lead Mentors and Mentors through the DEEDS Mentor Center (*when possible*) and then complete either Section A *or* Section B of this form as applicable and forward to Jon Neubauer at jon.neubauer@doe.k12.de.us or Carol Frisa at carol.frisa@doe.k12.de.us by **due date provided**.

District/Charter School: _____

Site Coordinator: _____

Section A (*initial if applicable*)

_____ - I *was* able to link all of my Mentors to their appropriate Mentees and I requested pay for all my Lead Mentor and Mentors through the DEEDS Mentor system.

Section B (*initial if applicable*)

_____ - I *was not* able to link all of my Mentors to their appropriate Mentees. I requested pay for as many Lead Mentors and Mentors as possible on the DEEDS Mentor Center. The Mentor(s) that I was unable to link to the appropriate Mentee is/are listed on the chart below:

Name of Mentor	Name of Mentee	Reason Mentee is not listed in DEEDS Mentor Center <i>(e.g., different LEA, pending license, etc)</i>

Site Coordinators - Please submit this form complete with your initials in the applicable section to Jon Neubauer at jon.neubauer@doe.k12.de.us or Carol Frisa at carol.frisa@doe.k12.de.us by due date provided.