

Carteret County Public Schools
Staff Development Responsibilities & Procedures
Office/Bookkeeper's Responsibilities

1. Make sure the Request for Professional Leave Funding and Absence form (SD-2) has been completed and signed by the teacher and the principal has approved absence and funding.
Depending upon funding source a SEA System Activity Proposal may need to be entered. If a SEA System Proposal is entered then the SD-2 does not need to be completed.
2. The approved SD-2 form should be kept in a central location (office/bookkeeper) due to funding questions that may arise.
3. Make sure funding codes have been entered on the SD-2.
4. If the Central Office is funding, turn in all three copies of the completed SD-2 form into the appropriate department so the funding account codes can be entered.
5. If the school is funding, turn in only the pink copy of the completed SD-2 form into the Central Office making sure the funding account codes have been entered and approved.
6. When sending in the request for Overnight Travel Reimbursement (SD-10), you will need to attach the white and yellow copies of the SD-2 to the SD-10.
7. If a SEA System proposal was entered, the participant will turn in a copy of the SEA System Reimbursement Form to the office for the principal's signature.
8. Please send all reimbursement forms (SD-10 or SEA System) to the Central Office for processing of payment.