

***Physical Science in the 21st Century (PS-21):
Improving Teacher Quality and Mastery of Content
2013-14 Institutes***

MEMORANDUM

TO: Name of School System Office _____

Name of Contact Person _____

Phone _____

FROM: Dennis Sunal, Physical Science for the 21st Century (PS-21) Project (funded by the Alabama Commission on Higher Education,) Grant Director, 205C Graves Hall (dwsunal@bama.ua.edu)

SUBJECT: Cost of Full Day Teacher Substitute for Professional Development Workshop

DATE: (Indicate date)

The following teacher from your system attended the PS – 21 Institute on the date listed below. In order for us to reimburse your school system, please list the cost of the substitute(s) in the blank provided and fill in the name of the substitute.

<u>Science Teacher Name</u>	<u>Cost</u>	<u>Substitute Teacher Name</u>
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Please mail a completed copy immediately to *Stephen Smith, Department of Curriculum and Instruction, The University of Alabama, Box 870232, Tuscaloosa, Alabama, 35487-0232*

Thank you for your assistance in this matter.

Remit Payment to: PROVIDE ADDRESS OF SCHOOL SYSTEM OFFICE AND PERSON ADMINSTRATING THE SUBSTITUTE FUNDS (needed)
