



**Dallas Independent School District  
Human Resources - Compensation  
Stipend Request Form (SRF)**

Please choose the preferred action:

- Create New Stipend**
- Increase Current Stipend Amount**
- Decrease Current Stipend Amount**
- Expand Eligibility for Stipend**
- Narrow Eligibility for Stipend**

**Approval Required by Stipend Modification Type**

	<b>Dept</b>	<b>ED</b>	<b>Chief</b>	<b>Budget</b>	<b>Comp</b>	<b>HCM</b>	<b>Board</b>
<b>New Stipend (Funded by Central GO Budget)</b>	X	X	X	X	X	X	X
<b>Increase Amount (Funded by Central GO Budget)</b>	X	X	X	X	X	X	X
<b>Decrease Amount</b>	X	X					
<b>Expand Eligibility (Funded by Central GO Budget)</b>	X	X	X* (if impact is +\$50,000)	X		X	X* (if impact is +\$50,000)
<b>Narrow Eligibility</b>	X	X					

*\*Expanding stipend eligibility will only require Chief or Board approval if it has a budget impact greater than \$50,000.00 on the Central General Operating Budget.*

**Step 1: Stipend Request (Completed by Principal/Department Head)**

Position(s) eligible to receive the stipend. Please use complete Oracle job name(s):	Organization Number and School/Department Unit:

**Justification for Request:** You are required to provide specific reasons to support your request, with a clear description of the eligibility criteria to grant it, positions that will receive it, and identified budget resources available to cover the request.

Attach additional supporting documents as needed.



**Step 5: Compensation Market Analysis (Allow for 2-3 week analysis time)**  
*Only required for 1) New Stipend Creation or 2) Stipend Amount Increase*

Comments:

Signature \_\_\_\_\_ Analysis Completion Date: \_\_\_\_\_

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**Step 6: Chief of Human Capital Management**

*Required for 1) New Stipend Creation, 2) Stipend Amount Increase, or 3) An Expansion in Stipend Eligibility with a Budgetary Impact of \$50,000+*

Approved                  Not Approved

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**Step 7: Board of Trustees Approval**

*Required for 1) New Stipend Creation, 2) Stipend Amount Increase, or 3) An Expansion in Stipend Eligibility with a Budgetary Impact of \$50,000+*

- It is the responsibility of the Stipend Request Originator to seek Board approval for stipend, once all applicable signatures have been obtained.**

*Note: If a new proposed stipend is being funded by a donation or grant, Compensation can request the donation agreement, Donation stipulations, and approval from the Grants Department (in lieu of Budget approval).*