

## **Cooperating Teacher/Professionals Instructions for Payment**

To ensure effective and efficient compensation for your services, these procedures must be followed for processing of these payment forms. Please note that payment takes a minimum of 4-6 weeks to be processed and expedited. Forms **must** be turned in no later than 30 days after the end of the internship.

### Attached Payment Forms:

- Cooperating Teacher/Professional pay form
- W9 (Request for Taxpayer)
- \* If you are a returning employee you are required to fill out the W9 form

### Instructions for Cooperating Teacher/Professionals

Everyone **must** complete the W9 form.

Please send all forms to the following address:

George Mason University  
CEHD – Robinson A 308, MS 4B4  
Attention: Lauren Clark  
4400 University Drive  
Fairfax, VA 22030

For questions and other inquiries, contact Lauren Clark at (703) 993-9777 or [lclarkg@gmu.edu](mailto:lclarkg@gmu.edu).

GEORGE MASON UNIVERSITY  
College of Education and Human Development  
Office of Teacher Education  
Robinson A308  
(703) 993-9777

COOPERATING TEACHER/PROFESSIONAL  
PAY FORM

Please complete this form and return to Lauren Clark, Field Placement Specialist, along with your completed W-9 form during the first month of your work with our intern. **Please note that payment takes a minimum of 4-6 weeks to process once it is received by the Office of Teacher Education.**

TEACHER'S NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

GRADE LEVEL/SUBJECT TAUGHT: \_\_\_\_\_

NAME OF STUDENT SUPERVISED: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

STIPEND FOR COOPERATING TEACHERS:           5 wks \$75 \_\_\_\_\_

7-8 wks \$100 \_\_\_\_\_

15 wks \$200 \_\_\_\_\_

UNIVERSITY SUPERVISOR: \_\_\_\_\_

*(Signature)*

*If you choose **NOT** to be compensated, please sign here:* \_\_\_\_\_

*(Signature of Teacher)*