

## **After School Enrichment Class - Instructor Agreement**

- If your class is under your minimum enrollment, LEPTA will automatically cancel the class. Please ensure your minimum number of students is accurate before you submit your Class Information Sheet.
- If a class is canceled, LEPTA will allow affected students to transfer their registration to another class with open spots.
- Instructor payments will be issued upon completion of the course.
- Please be sure your W-9 has been completed with correct name & updated address.
- Instructors may submit original supply receipts to LEPTA Treasurer, which will allow Treasurer to deduct those expenses from your 1099 earnings.
- Instructor will e-mail enrolled students one-week prior to the first class with class details and instructor contact information.
- If class will be directly after school at LPS/LES, it must start by 3:45PM and Instructor must be present by 3:30 PM to supervise students.
- If class will be directly after school at LECC, it must start by 3:15PM and Instructor must be present by 2:45PM to supervise students.
- Instructor must have class roster present at each class to check students in and out of class.

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Instructor Signature

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Date