

Highlights for OTEP FY 26/27

There have been no changes in terms of qualifications.

Everyone is eligible for the one-time stipend, even if they have had it before.

We use the Personnel report to determine 10%

Title I Per student Allotment has changed based on changes to funding. Please be sure to check that your district does or does not qualify for the additional 10% of staff designations.

Applications must include the following:

1. Application that was completed by participants
2. Rubric used to grade applicants
3. Graded Rubrics
4. Most recent TLE/Evaluation scores for each applicant
5. Evidence of student growth for each participant
6. Board Approval for current (26-27) school year to participate
7. **DON'T FORGET THE CHARTS!!!!**

Please create an excel or sheets spreadsheet and convert it to PDF. It should include the following information for EVERY PARTICIPANT. Not including this information will cause a delay in your application being processed.

First Name

Last Name

Email- PLEASE MAKE SURE THAT THEY ARE CORRECT AND ACCURATE, THIS IS THE ONLY WAY WE HAVE TO COMMUNICATE WITH THE PARTICIPANTS. CHECK FOR SPACES AND PERIODS AFTER THE EMAIL ADDRESSES WHEN ENTERING THEM.

Site they are assigned to

Current Teaching Assignment/Subject Taught

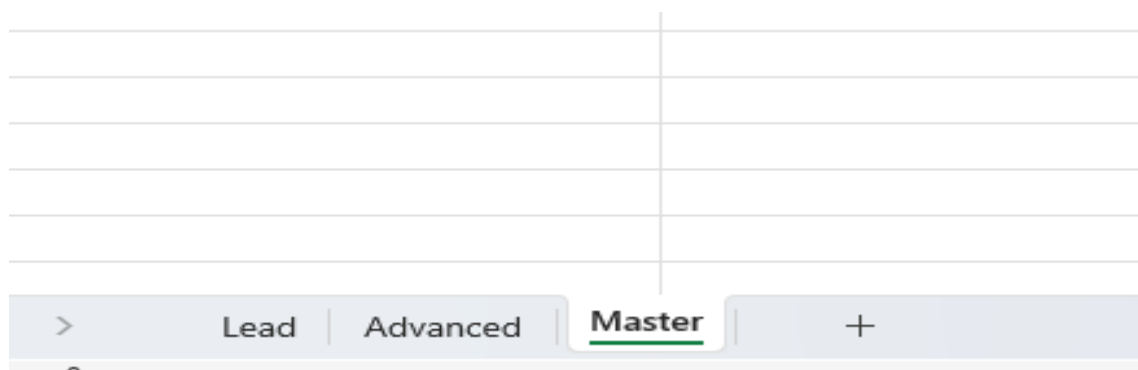
Designation



You can either divide them into separate sheets by designation or put them all together. Please just ensure they are all there.

A	B	C	D	E	F	G
First Name	Last Name	Email	Sites	Current teaching assignment	Designation	
Andy	Adams	aadams@yourschool.org	Middle/High School	Choir	Master	
Ben	Bandit	bbandit@yourschool.org	High School	STEM	Master	
Courtney	Cayman	ccayman@yourschool.org	Primary	Kindergarten	Lead	
Dana	Damon	ddamon@yourschool.org	Elementary	Counselor	Advanced	
Eric	Eldridge	eeeldridge@yourschool.org	Middle/High School	Band	Advanced	

Or divide them into separate sheets in excel:



If your site is greater than 40% Title I, or your district has less than 1000 total enrollment, you qualify for the one-time additional stipend, which equates to 50% of their initial stipend. So, if the participant was entitled to \$3000.00, then they will get \$4500.00.

CHECK THE MONEY. Mistakes on the District Information tab or the personnel page will cause a delay. This is the most common reason for rejections. Personnel page should have the total amount that they will receive.

Keep the Budget Detail page simple- One line labeled OTEP Stipends- total amount.



Reminder- This is a stipend. It is not a part of their salary. Therefore, benefits cannot be deducted, only applicable taxes.

PLEASE SUBMIT APPLICATIONS BEFORE YOUR EDUCATORS DO THE WORK, NOT AFTER. THE APPLICATION MAY CLOSE AT SOME POINT DUE TO CAPACITY.

When you make changes, it is **IMPERATIVE** that you communicate with someone on what the changes were that were made. Andrea.lister@sde.ok.gov is the best contact for those changes.

You are always welcome to reach out with questions to otep@sde.ok.gov

