

Instructions to add electronic signature to the OP44 form

Step 1. Download Acrobat Reader 11 (it is free)

Step 2. Open the OP44 form

Step 3. Click on the signature pen.

New York City Department of Education
Pedagogic/School Based Payrolls
65 Court Street, Room 1400
Brooklyn, New York 11201

Phone: 718-935-2218

PLEASE TYPE PART 1 OF THE OP44 FORM.
Form: OP-44

APPLICATION FOR TERMINATION PAY FOR PEDAGOGUES

PART I - To be completed by applicant and submitted to payroll secretary for completion of Part III.

The DOE wants to hear from our employees. Please take the time to complete an anonymous exit survey at:

File No	<input type="text"/>	SSN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Teacher Regular	<input type="text"/>
Name	<input type="text"/>								
Address	<input type="text"/>								
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>				
School	<input type="text"/>	Dist	<input type="text"/>	Borough	<input type="text"/>				
License	<input type="text"/>	Emp Tele #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Title	<input type="text"/>

Step 4. Click on the 'Add Signature'

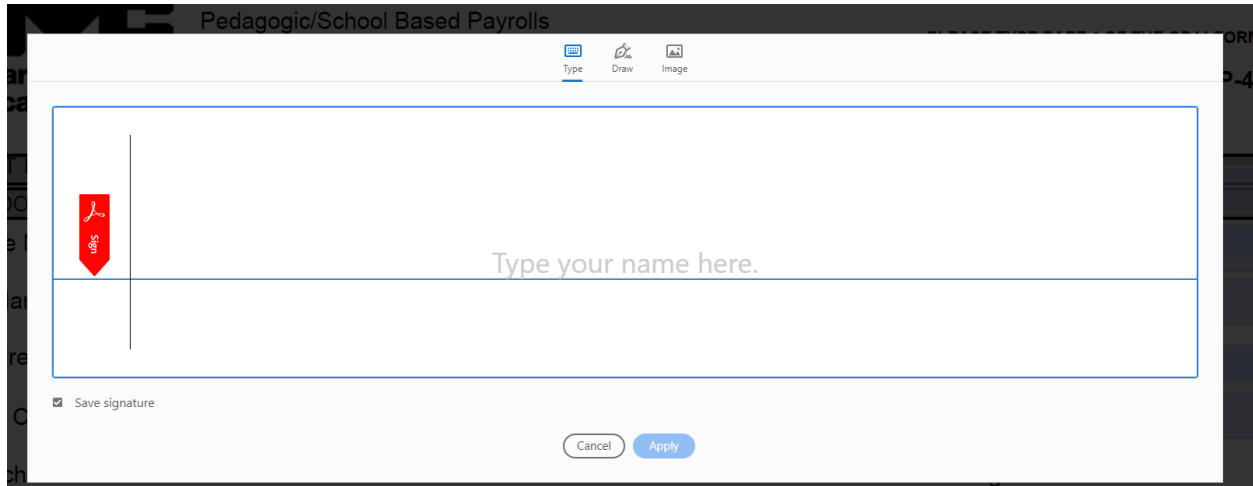
Sign

Add Signature

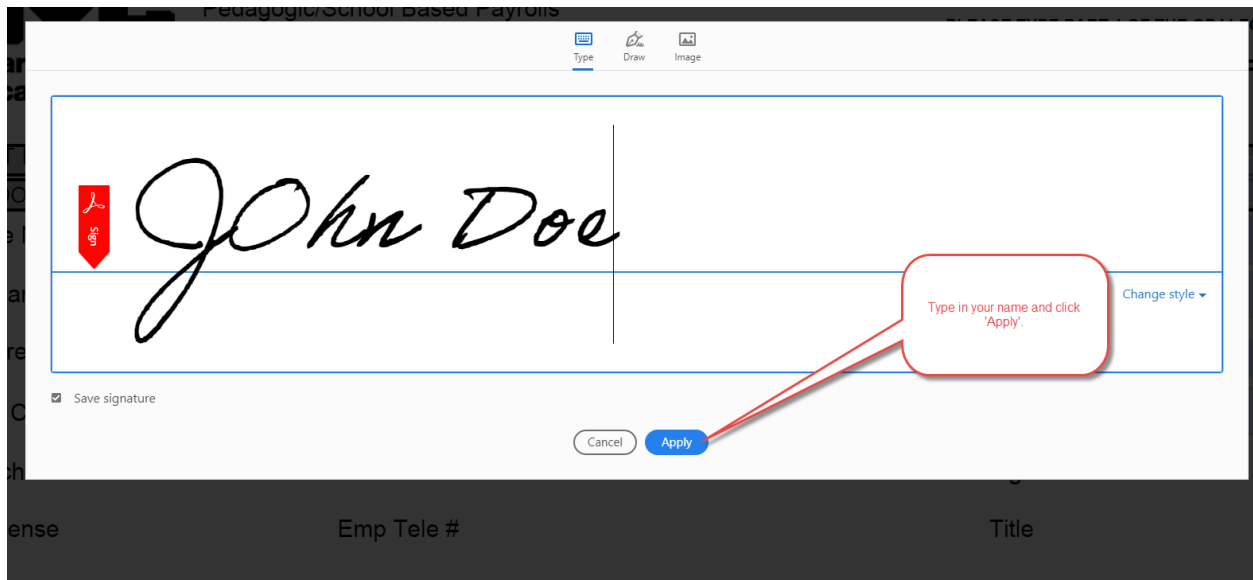
Add Initial

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Step 5. The below signature page appears.



Step 6. Type in your name and click apply



Step 7. The name will appear on the screen. Drag the signature to the desired field using the mouse release.

Step 8. Drag and drop the mouse to the desired field.

License Emp Tele # Title

I hereby request termination pay on the basis of the following terms and conditions.*

Teachers who resign or retire shall, upon application, receive termination pay on the basis of one half of up to 200 days of the unused sick leave accumulated as a regularly appointed or regular substitute teacher. If the resignation or retirement becomes effective at any time other than the end of a school year, sick leave for the period of services during that school year shall be paid at the rate of one month of service for every two months of service.

* Extracts from Art. Sixteen 16A, 17, 18 & 19. Agreement between the State of Florida and the Florida Education Association covering Teachers, Oct. 16, 1995 - Nov. 12, 2000.
(Substantially identical provisions appear in other agreements with UFT)

Reason Effective

Applicant Signature Current Date

The signature will appear as seen below.

Step 9. Save the form.

Step 10. Forward the signed form to the next person for their signature.