

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

**STAFFING RATIO OPTION REQUEST FORM – MIDDLE SCHOOL**

Name of Teacher	Site	Subject
Student contacts per grading period reached _____ students on _____, 20____		
	Number	Date

We are requesting the following option for additional support:

**SELECT ONE**

- \_\_\_ 1. **All Classes:** One day of release time per grading period will be provided to teachers having student contact numbers greater than 185 students per grading period for full time unit members with six (6) separate teaching periods. Such teachers may opt to take the one day of release time in two ½ day increments.
- \_\_\_ 2. **Physical Education:** One (1) day of release time per grading period will be provided to teachers teaching physical education classes having student contact numbers greater than the maximum daily student contacts for full time unit members with six (6) separate teaching periods of 240. Such teachers may opt to take the one day of release time in two ½ day increments.
- \_\_\_ 3. **Music:** The maximum daily student contacts for Music teachers with six (6) separate teaching periods is 240. Assistance will be provided to Music teachers whose student contacts exceed 240 by any of the following options which may be agreed to between the teacher and Principal:
  - \_\_\_ A. A music classroom aide may be hired to support a music teacher for up to one or two hours per day.
  - \_\_\_ B. One (1) day of release time per grading period, which may be taken in two ½ day increments at the option of the teacher.
  - \_\_\_ C. Any other creative ways developed by the teacher and Principal to aid the teacher(s) with student contacts greater than 240. *PLEASE ATTACH SEPARATE PAGE TO DESCRIBE OPTION 3C, IF SELECTED*

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Assistant Superintendent

**SEND COMPLETED FORM TO HUMAN RESOURCES FOR APPROVAL & DISTRIBUTION**

cc: Principal

Office Use Only- HR TO PAYROLL:

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

Pay Employee: \_\_\_\_\_

Employee Name/EIN: \_\_\_\_\_