



# Colorado Springs School District 11

Overload Teaching Authorization

School Year: 2023-2024

Quarter: **First Trimester Only**

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO HR AT THE BEGINNING OF EACH TRIMESTER.**

School: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Emp ID: \_\_\_\_\_

Content Area: \_\_\_\_\_

Specific 6<sup>th</sup> Period Class or Caseload: \_\_\_\_\_

I am hereby agreeing to teach an overload class or caseload for District 11 during my planning time. I understand that I will be compensated for this class on a calculation of annual salary times 0.067 per semester. I understand that this formula effectively and adequately compensates me for all non-contact days. I further understand that if this form is not submitted to Human Resources at the beginning of each quarter, my compensation payment as outline in the Master Agreement, may be delayed.

Approved: \_\_\_\_\_  
**Teacher** Date

Approved: \_\_\_\_\_  
**Principal** Date

Approved: \_\_\_\_\_  
Account Manager if no FTE available Date

Account String: \_\_\_\_\_

<i>HR Administrative Use Only</i>	
School FTE Available	_____
Annual Compensation	\$ _____
Semester Stipend Amount	\$ _____
	HR Approval _____
	Director of Compensation _____
	Date Submitted to Payroll _____

**THIS FORM IS DUE ON OCTOBER 31, 2023 FOR 1<sup>ST</sup> TRIMESTER**