

Beginning of First Semester (8/7/23)

**August 7, 2023 through September 8, 2023
CLASS SIZE OVERAGE CALCULATION FORM**

Teacher's Name: _____ **Site:** _____ **Period:** _____

Subject: _____ **ID #** _____

Signature: _____ **Date:** _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School

Class size limit classification (*circle the appropriate classification*)

- a) 35 b) 45 (PE) c) work station limit _____ **Number of Students** _____
d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (*circle the appropriate classification*)

- a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	8/7/23				
2	8/8/23				
3	8/9/23				
4	8/10/23				
5	8/11/23				
6	8/14/23				
7	8/15/23				
8	8/16/23				
9	8/17/23				
10	8/18/23				
11	8/21/23				
12	8/22/23				
13	8/23/23				
14	8/24/23				
15	8/25/23				
16	8/28/23				
17	8/29/23				
18	8/30/23				
19	8/31/23				
20	9/1/23				
--	9/4/23	--	--	--	Labor Day
21	9/5/23				
22	9/6/23				
23	9/7/23				
24	9/8/23				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- SEPTEMBER 15, 2023

September 11, 2023 through October 6, 2023

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School

Class size limit classification (circle the appropriate classification)

a) 35 b) 45 (PE) c) work station limit _____ Number of Students _____

d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (circle the appropriate classification)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	9/11/23				
2	9/12/23				
3	9/13/23				
4	9/14/23				
5	9/15/23				
6	9/18/23				
7	9/19/23				
8	9/20/23				
9	9/21/23				
10	9/22/23				
11	9/25/23				
12	9/26/23				
13	9/27/23				
14	9/28/23				
15	9/29/23				
16	10/2/23				
17	10/3/23				
18	10/4/23				
19	10/5/23				
20	10/6/23				
--	10/9 – 10/13	--	--	--	Fall Break
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- OCTOBER 13, 2023

October 16, 2023 through November 9, 2023

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School

Class size limit classification (*circle the appropriate classification*)

a) 35 b) 45 (PE) c) work station limit _____ Number of Students _____
 d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (*circle the appropriate classification*)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	10/16/23				
2	10/17/23				
3	10/18/23				
4	10/19/23				
5	10/20/23				
--	10/23/23	---	---	---	Parent/Teacher Conferences
6	10/24/23				
7	10/25/23				
8	10/26/23				
9	10/27/23				
10	10/30/23				
11	10/31/23				
12	11/1/23				
13	11/2/23				
14	11/3/23				
15	11/6/23				
16	11/7/23				
17	11/8/23				
18	11/9/23				
--	11/10/23	---	---	--	Veteran's Day
				Sub-Total	Total

Amount in overage column verified by: _____
 Site Administrator's Signature

November 13, 2023 through December 15, 2023

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School

Class size limit classification (circle the appropriate classification)

a) 35 b) 45 (PE) c) Work station limit _____ Number of Students _____
d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (circle the appropriate classification)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	11/13/23				
2	11/14/23				
3	11/15/23				
4	11/16/23				
5	11/17/23				
--	11/20 – 11/24	--	--	--	Thanksgiving Break
6	11/27/23				
7	11/28/23				
8	11/29/23				
9	11/30/23				
10	12/1/23				
11	12/4/23				
12	12/5/23				
13	12/6/23				
14	12/7/23				
15	12/8/23				
16	12/11/23				
17	12/12/23				
18	12/13/23				
19	12/14/23				
20	12/15/23				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- End of the business day on December 15, 2023

January 2, 2024 (beginning of 2nd semester) through February 2, 2024

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School Class size limit classification (*circle the appropriate classification*)

a) 35 b) 45 (PE) c) Work station limit _____ Number of Students _____

d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (*circle the appropriate classification*)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	1/2/24				
2	1/3/24				
3	1/4/24				
4	1/5/24				
5	1/8/24				
6	1/9/24				
7	1/10/24				
8	1/11/24				
9	1/12/24				
--	1/15/24	---	---	---	M.L. King Holiday
10	1/16/24				
11	1/17/24				
12	1/18/24				
13	1/19/24				
14	1/22/24				
15	1/23/24				
16	1/24/24				
17	1/25/24				
18	1/26/24				
19	1/29/24				
20	1/30/24				
21	1/31/24				
22	2/1/24				
23	2/2/24				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- FEBRUARY 9, 2024

February 5, 2024 through March 8, 2024

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School

Class size limit classification (circle the appropriate classification)

a) 35 b) 45 (PE) c) Work station limit _____ Number of Students _____
 d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (circle the appropriate classification)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	2/5/24				
2	2/6/24				
3	2/7/24				
4	2/8/24				
5	2/9/24				
---	2/12/24	---	---	---	Lincoln's Birthday
6	2/13/24				
7	2/14/24				
8	2/15/24				
9	2/16/24				
---	2/19/24	---			President's Day
10	2/20/24				
11	2/21/24				
12	2/22/24				
13	2/23/24				
14	2/26/24				
15	2/27/24				
16	2/28/24				
17	2/29/24				
18	3/1/24				
19	3/4/24				
20	3/5/24				
22	3/6/24				
22	3/7/24				
23	3/8/24				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- MARCH 15, 2024

March 18, 2024 through April 12, 2024

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School

Class size limit classification (circle the appropriate classification)

a) 35 b) 45 (PE) c) Work station limit _____ Number of Students _____

d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (circle the appropriate classification)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	3/18/24				
2	3/19/24				
3	3/20/24				
4	3/21/24				
5	3/22/24				
6	3/25/24				
7	3/26/24				
8	3/27/24				
9	3/28/24				
---	3/29/24	---	---	---	Spring Recess Holiday
---	4/1/24	---	---	---	Spring Recess Holiday
10	4/2/24				
11	4/3/24				
12	4/4/24				
13	4/5/24				
14	4/8/24				
15	4/9/24				
16	4/10/24				
17	4/11/24				
18	4/12/24				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES – APRIL 15, 2024

April 15, 2024 – May 10, 2024

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

High School

Class size limit classification (circle the appropriate classification)

a) 35 b) 45 (PE) c) work station limit _____ Number of Students _____
d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (circle the appropriate classification)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	4/15/24				
2	4/16/24				
3	4/17/24				
4	4/18/24				
5	4/19/24				
6	4/22/24				
7	4/23/24				
8	4/24/24				
9	4/25/24				
10	4/26/24				
11	4/29/24				
12	4/30/24				
13	5/1/24				
14	5/2/24				
15	5/3/24				
16	5/6/24				
17	5/7/24				
18	5/8/24				
19	5/9/24				
20	5/10/24				
				Sub-Total	Total

Amount in overage column verified by: _____
Site Administrator's Signature

May 13, 2024 through May 31, 2024

CLASS SIZE OVERAGE CALCULATION FORM

Teacher's Name: _____ Site: _____ Period: _____

Subject: _____ ID # _____

Signature: _____ Date: _____

Account Code: 01-0000-0-1110-1000-1101-806-8301

High School

Class size limit classification (circle the appropriate classification)

a) 35 b) 45 (PE) c) work station limit _____ Number of Students _____
d) 18 (SDC) e) 16 (Mod/Severe)

Elementary

Class size limit classification (circle the appropriate classification)

a) 32 b) 46 (6-8 PE) c) 18 (SDC)

Instructional Days	Date	Class Maximum	Enrolled	Overage	Window Period Factor (to be completed by H.R.)
1	5/13/24				
2	5/14/24				
3	5/15/24				
4	5/16/24				
5	5/17/24				
6	5/20/24				
7	5/21/24				
8	5/22/24				
9	5/23/24				
10	5/24/24				
	5/27/24	---	---	---	Memorial Day
11	5/28/24				
12	5/29/24				
13	5/30/24				
14	5/31/24				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature