SOMERS CENTRAL SCHOOL DISTRICT

IN-HOUSE CLASS COVERAGE BY TEACHER

NEW: ***FORMS MUST BE HANDED IN WITHIN 30 DAYS OF THE DATE WORKED

NOTE: FIRST THREE PERIODS FOR THE YEAR ARE FREE.

Period: Must be a number, or lock and a letter.

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SOMERS MIDDLE SCHOOL FORM ONLY:
ALL 50 MINUTE PERIODS= $71.16, 40 MINUTE LOCK= $53.37
Homeroom and announcements do not count as a period.

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**DATE: _____________________**
**BUILDING: SMS**

PRINT NAME: ___________________________________________________________________

SIGNATURE: ___________________________________________________________________

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**DATE(S) AND PERIOD(S) OF COVERAGE:**

Example -Date: 1/1/1976  Period/Lock: 1 Covered for: Dr. Mandalourian

-Date: ___________ Period/Lock: ______ Covered for: ______________

-Date: ___________ Period/Lock: ______ Covered for: ______________

-Date: ___________ Period/Lock: ______ Covered for: ______________

-Date: ___________ Period/Lock: ______ Covered for: ______________

-Date: ___________ Period/Lock: ______ Covered for: ______________

-Date: ___________ Period/Lock: ______ Covered for: ______________

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BUILDING PRINCIPAL APPROVAL: ____________________________ DATE: ____________________

****COMPLETE AND RETURN FORM TO THE BUILDING SECRETARY FOR PRINCIPAL APPROVAL.****

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Payroll use only: Payroll use only:

Total Locks Covered: __________ @ $53.37
Total Periods Covered: __________ @ $71.16

3 Free complete? ______

***Please print on yellow paper, single sided***