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: Indicate name or number. Minutes: Total minutes worked for that period, MINIMUM 40 minutes.
Your lunch period and Specials are not payable.

PRIMROSE ELEMENTARY SCHOOL
Per 40 MINUTE PERIODS=$53.37

DATE: _____________________    BUILDING: PES- only

PRINT NAME: ___________________________________________________________________

SIGNATURE: ___________________________________________________________________

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

EXAMPLE: Date: 5/24/2006    Time covered: 9-9:40    Minutes: 40    Covered for: Mrs. Chewbacca

-Date: ___________ Time covered: _______ Minutes: _____    Covered for: ________________
-Date: ___________ Time Covered: _______ Minutes: _____    Covered for: ________________
-Date: ___________ Time Covered: _______ Minutes: _____    Covered for: ________________
-Date: ___________ Time Covered: _______ Minutes: _____    Covered for: ________________
-Date: ___________ Time Covered: _______ Minutes: _____    Covered for: ________________
-Date: ___________ Time Covered: _______ Minutes: _____    Covered for: ________________
-Date: ___________ Time Covered: _______ Minutes: _____    Covered for: ________________
-Date: ___________ Time Covered: _______ Minutes: _____    Covered for: ________________

Total Minutes: __________

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

BUILDING PRINCIPAL APPROVAL: ____________________________ DATE: _______________

Payroll use only: Payroll use only:

3 Free complete? ______

Total Minutes ______ divided by 40 minutes = ______ periods at $53.37

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