SOMERS CENTRAL SCHOOL DISTRICT
IN-HOUSE SUBSTITUTION COVERAGE FORM

*** NEW: These sheets must be handed in within 30 days of date of coverage
FIRST THREE PERIODS FOR THE YEAR ARE FREE.
Period must be a number and 1 or 2 letters.
DO NOT RECORD PERIODS WITHOUT STUDENTS, EX.: YOUR LUNCH, SPECIALS.

SOMERS INTERMEDIATE SCHOOL
ALL 40 MINUTE PERIOD=$22.42

DATE: _____________________    BUILDING: SIS
PRINT NAME: ___________________________________________________________________
SIGNATURE: ___________________________________________________________________

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

EXAMPLE: Date: 5/24/2021    Period: 4 A&B    Minutes: 40    Covered for: Mrs. Amidala

-Date: ____________ Period: _______ Covered for: ________________
-Date: ____________ Period: _______ Covered for: ________________
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-Date: ____________ Period: _______ Covered for: ________________

BUILDING PRINCIPAL APPROVAL: ____________________________ DATE: ____________________

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

Payroll use only: Payroll use only:

Total Periods Covered: ___________ @ $22.42

3 Free complete? ______

****Please print on white paper, single sided
9/8/2022