

**MT. PLEASANT CENTRAL SCHOOL DISTRICT**

**2024-25**

***Teacher Aide / School Monitor- Special Assignment for the school day...***

All Timesheets and Extra Pay Forms must be submitted for administrator approval no later than two weeks following the date worked. Late submission will result in delay/denial of payment.

**Aide or Monitor's  
NAME:** \_\_\_\_\_

**PAY PERIOD ENDING:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**ALL INFORMATION MUST BE ENTERED FOR FORM TO BE PROCESSED**

<b>DATE</b>	<b>PERIOD</b>	<b>NAME OF Teacher Aide NEEDING COVERAGE</b>	<b>\$ 20.00</b>	

**Employee Signature:** \_\_\_\_\_ **DATE / /**

**APPROVED BY:** \_\_\_\_\_ **DATE / /**  
**Building Administrator**

