

Beginning of First Semester (8/5/24)

**August 5, 2024 through September 6, 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	8/5/24				
2	8/6/24				
3	8/7/24				
4	8/8/24				
5	8/9/24				
6	8/12/24				
7	8/13/24				
8	8/14/24				
9	8/15/24				
10	8/16/24				
11	8/19/24				
12	8/20/24				
13	8/21/24				
14	8/22/24				
15	8/23/24				
16	8/26/24				
17	8/27/24				
18	8/28/24				
19	8/29/24				
20	8/30/24				
--	9/2/24	---	---	---	Labor Day
21	9/3/24				
22	9/4/24				
23	9/5/24				
24	9/6/24				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- SEPTEMBER 13, 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	9/9/24				
2	9/10/24				
3	9/11/24				
4	9/12/24				
5	9/13/24				
6	9/16/24				
7	9/17/24				
8	9/18/24				
9	9/19/24				
10	9/20/24				
11	9/23/24				
12	9/24/24				
13	9/25/24				
14	9/26/24				
15	9/27/24				
16	9/30/24				
17	10/1/24				
18	10/2/24				
19	10/3/24				
20	10/4/24				
--	10/7 – 10/11	---	---	---	Fall Break
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

October 14, 2024 through November 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	10/14/24				
2	10/15/24				
3	10/16/24				
4	10/17/24				
5	10/18/24				
--	10/21/24	---	---	---	Parent/Teacher Conferences
6	10/22/24				
7	10/23/24				
8	10/24/24				
9	10/25/24				
10	10/28/24				
11	10/29/24				
12	10/30/24				
13	10/31/24				
14	11/1/24				
15	11/4/24				
16	11/5/24				
17	11/6/24				
18	11/7/24				
19	11/8/24				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

November 12, 2024 through December 20, 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.)
--	11/11/24	---	---	---	Veterans Day
1	11/12/24				
2	11/13/24				
3	11/14/24				
4	11/15/24				
5	11/18/24				
6	11/19/24				
7	11/20/24				
8	11/21/24				
9	11/22/24				
--	11/25 – 11/29	---	---	---	Thanksgiving Break
10	12/2/24				
11	12/3/24				
12	12/4/24				
13	12/5/24				
14	12/6/24				
15	12/9/24				
16	12/10/24				
17	12/11/24				
18	12/12/24				
19	12/13/24				
20	12/16/24				
21	12/17/24				
22	12/18/24				
23	12/19/24				
24	12/20/24				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- **End of the business day on December 20, 2024**

January 6, 2025 (beginning of 2nd semester) through January 31, 2025

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	1/6/25				
2	1/7/25				
3	1/8/25				
4	1/9/25				
5	1/10/25				
6	1/13/25				
7	1/14/25				
8	1/15/25				
9	1/16/25				
10	1/17/25				
--	1/20/25	---	---	---	M.L. King Holiday
11	1/21/25				
12	1/22/25				
13	1/23/25				
14	1/24/25				
15	1/27/25				
16	1/28/25				
17	1/29/25				
18	1/30/25				
19	1/31/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

February 3, 2025 through March 7, 2025

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	2/3/25				
2	2/4/25				
3	2/5/25				
4	2/6/25				
5	2/7/25				
---	2/10/25	---	---	---	Lincoln's Birthday
6	2/11/25				
7	2/12/25				
8	2/13/25				
9	2/14/25				
---	2/17/25	---	---	---	President's Day
10	2/18/25				
11	2/19/25				
12	2/20/25				
13	2/21/25				
14	2/24/25				
15	2/25/25				
16	2/26/25				
17	2/27/25				
18	2/28/25				
19	3/3/25				
20	3/4/25				
21	3/5/25				
22	3/6/25				
23	3/7/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- MARCH 14, 2025

March 17, 2025 through April 11, 2025

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	3/17/25				
2	3/18/25				
3	3/19/25				
4	3/20/25				
5	3/21/25				
6	3/24/25				
7	3/25/25				
8	3/26/25				
9	3/27/25				
10	3/28/25				
11	3/31/25				
12	4/1/25				
13	4/2/25				
14	4/3/25				
15	4/4/25				
16	4/7/25				
17	4/8/25				
18	4/9/25				
19	4/10/25				
20	4/11/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

April 14, 2025 – May 9, 2025

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	4/14/25				
2	4/15/25				
3	4/16/25				
4	4/17/25				
--	4/18/25	---	---	---	Spring Recess
--	4/21/25	---	---	---	Spring Recess
5	4/22/25				
6	4/23/25				
7	4/24/25				
8	4/25/25				
9	4/28/25				
10	4/29/25				
11	4/30/25				
12	5/1/25				
13	5/2/25				
14	5/5/25				
15	5/6/25				
16	5/7/25				
17	5/8/25				
18	5/9/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

May 12, 2025 through May 29, 2025

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	5/12/25				
2	5/13/25				
3	5/14/25				
4	5/15/25				
5	5/16/25				
6	5/19/25				
7	5/20/25				
8	5/21/25				
9	5/22/25				
10	5/23/25				
	5/26/25	---	---	---	Memorial Day
11	5/27/25				
12	5/28/25				
13	5/29/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES – June 3, 2025