

TRAVIS UNIFIED SCHOOL DISTRICT
Class Size Maximum Payroll Sheet

Employee Name _____ School _____

Grade _____ Period _____ Subject _____

Please list the number of students over contract maximum that are enrolled in your class each day, sign this form, and turn it into the office on the last day – ***AS INDICATED***. The business office will pay the amount owed on the next payroll period if the criteria of Article 9 of the contract are met. It is the teacher’s responsibility to turn in this sheet to the office.

August 14th – August 30th, 2024

Due September 1st, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Aug 1-2				1	2
Week 2 Aug 5-9	5	6	7	8	9
Week 3 Aug 12-16	12	13	14 FIRST DAY OF SCHOOL <i>Leveling Day</i>	15 <i>Leveling Day</i>	16 <i>Leveling Day</i>
Week 4 August 19-23	19 <i>Leveling Day</i>	20 <i>Leveling Day</i>	21 <i>Leveling Day</i>	22 <i>Leveling Day</i>	23 <i>Leveling Day</i>
Week 5 August 26-30	26 <i>Leveling Day</i>	27 <i>Leveling Day</i>	28 <i>Leveling Day</i>	29 <i>Leveling Day</i>	30 <i>Leveling Day</i>

Approved _____
 Principal’s Signature

 Employee’s Signature

Office Use Only

Code _____ Human Resources _____

Amount to be paid _____ Date _____

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September 2nd – September 30th, 2024
Due October 2nd, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Sep 2-6	2 HOLIDAY	3 <i>Leveling Day</i>	4 <i>Leveling Day</i>	5	6
Week 2 Sep 9-13	9	10	11	12	13
Week 3 Sep 16-20	16	17	18	19	20
Week 4 Sep 23-27	23	24	25	26	27
Week 5 Sep 30	30				

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October 1st – October 31st, 2024

Due November 1st, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Oct 1-4		1	2	3	4
Week 2 Oct 7-11	7	8	9	10	11
Week 3 Oct 14-18	14	15	16 <i>Break</i>	17	18
Week 4 Oct 21-25	21	22	23	24	25
Week 5 Oct 28-31	28	29	30	31	

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November 1st – November 29th, 2024

Due December 2nd, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Nov 1					1
Week 2 Nov 4-8	4	5	6	7	8
Week 3 Nov 11-25	11 HOLIDAY	12	13	14	15
Week 4 Nov 18-22	18	19	20	21	22
Week 5 Nov 25-29	25	26	27	28	29

Autumn Holiday

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December 1st – December 20th, 2024

Due December 20th, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Dec 2-6	2	3	4	5	6
Week 2 Dec 9-13	9	10	11	12	13
Week 3 Dec 16-20	16	17	18	19	20
Week 4 Dec 23-27	23	24	25	26	27
Week 5 Dec 30-31	30	31			

Winter Holiday

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January 6th – January 31st, 2025

Due February 3rd, 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Jan 1-3			1	2	3
			<i>Winter Holiday</i>		
Week 2 Jan 6-10	6	7	8	9	10
Week 3 Jan 13-17	13	14	15	16	17
Week 4 Jan 20-24	20 HOLIDAY	21	22	23	24
Week 5 Jan 27-31	27	28	29	30	31

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February 3rd - February 28th, 2025
Due March 3rd, 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Feb					
Week 2 Feb 3-7	3	4	5	6	7
Week 3 Feb 10-14	10	11	12	13	14 HOLIDAY
Week 4 Feb 17-21	17 HOLIDAY	18	19	20	21
Week 4 Feb 24-28	24	25	26	27	28

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March 3rd – March 31st, 2025

Due April 1st, 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Mar 3-7	3	4	5	6	7
Week 2 Mar 10-14	10	11	12	13	14
Week 3 Mar 17-21	17	18	19	20	21
Week 4 Mar 24-28	24	25	26	27	28
Week 5 Mar 31	31				

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April 1st – April 30th, 2025

Due May 1st, 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Apr 1-4		1	2	3	4
Week 2 Apr 7-11	7	8	9	10	11
Week 3 Apr 14-18	14	15	16	17	18 HOLIDAY
Week 4 Apr 21-25	21	22	23	24	25
<i>Spring Break</i>					
Week 5 Apr 28-30	28	29	30		

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May 1st – May 30th, 2025

Due June 2^d, 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 May 1-2				1	2
Week 2 May 5-9	5	6	7	8	9
Week 3 May 12-16	12	13	14	15	16
Week 4 May 19-23	19	20	21	22	23
Week 5 May 26-30	26 HOLIDAY	27	28	29	30

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June 2nd – June 5th, 2025
Due June 5th, 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	2	3	4	5	
June 2-5				LAST DAY OF SCHOOL	

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