

SSRP

**SOMERS CENTRAL SCHOOL DISTRICT
IN-HOUSE SUBSTITUTION COVERAGE FORM**

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***** NEW: These sheets must be handed in within 30 days of date of coverage
FIRST THREE PERIODS FOR THE YEAR ARE FREE.**

DO NOT RECORD PERIODS WITHOUT STUDENTS, EX.: YOUR LUNCH, SPECIALS.

**SOMERS MIDDLE SCHOOL TEACHING ASSISTANTS AND AIDES
Homeroom and announcements do not count as a period.**

DATE: _____ PRINT NAME: _____ BLDG: SMS

EMPLOYEE SIGNATURE: _____

EXAMPLE - Date: 09/01/2024 Period/Lock: 1 Minutes: 40-46 Covered for: Mr. Smith

Circle period or lock!!

Date: _____ Period/Lock: _____ Minutes: _____ Covered for: _____

Date: _____ Period/Lock: _____ Minutes: _____ Covered for: _____

Date: _____ Period/Lock: _____ Minutes: _____ Covered for: _____

Date: _____ Period/Lock: _____ Minutes: _____ Covered for: _____

Date: _____ Period/Lock: _____ Minutes: _____ Covered for: _____

Date: _____ Period/Lock: _____ Minutes: _____ Covered for: _____

Date: _____ Period/Lock: _____ Minutes: _____ Covered for: _____

*****7 PERIODS MAX COVERAGE, DO NOT INCLUDE LUNCH, SPECIALS, OR HOMEROOM**

COMPLETE & RETURN FOR PRINCIPAL'S APPROVAL. IF NOT SIGNED, PAYMENT WILL NOT BE MADE

*** PRINCIPAL SIGNATURE: _____ DATE: _____

PAYROLL USE ONLY: PAYROLL USE ONLY: PAYROLL USE ONLY: PAYROLL USE ONLY:

**INHOU-AI = TAIDE
INHOU-TA = TASST**

Total 40-46 Minute Periods/Locks Covered: _____ @\$23.28

3 Free Complete? _____

Print on white paper, single sided