

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

DATE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ BLDG: SHS

EMPLOYEE SIGNATURE: \_\_\_\_\_

EXAMPLE - Date: 09/01/2024      Period/Lock: 1      Minutes: 56      Covered for: John Smith

Date: \_\_\_\_\_ Period: \_\_\_\_\_ Minutes: \_\_\_\_\_ Covered for: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_ Minutes: \_\_\_\_\_ Covered for: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_ Minutes: \_\_\_\_\_ Covered for: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_ Minutes: \_\_\_\_\_ Covered for: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_ Minutes: \_\_\_\_\_ Covered for: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_ Minutes: \_\_\_\_\_ Covered for: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_ 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 56 Minute Periods Covered: \_\_\_\_\_ @\$30.97

**3 Free Complete?** \_\_\_\_\_

Print on white paper, single sided