

SOMERS CENTRAL SCHOOL DISTRICT

IN-HOUSE CLASS COVERAGE BY TEACHER

NEW:* Forms must be handed in within 30 days of the date worked**

NOTE: FIRST THREE PERIODS FOR THE YEAR ARE FREE.

**Period: Indicate name or number. Minutes: Total minutes worked for that period, MINIMUM 40 minutes
Your lunch period and Specials are not payable.**

**PRIMROSE ELEMENTARY SCHOOL
Per 40 MINUTE PERIODS=\$55.15**

DATE: _____

BUILDING: PES- only

PRINT NAME: _____

SIGNATURE: _____

DATE(S) AND PERIOD(S) OF COVERAGE:

EXAMPLE: Date: 5/26/2024 Time covered: 9-9:40 Minutes: 40 Covered for: Mrs. Chewbacca

Date: _____ **Time covered:** _____ **Minutes:** _____ **Covered for:** _____

Date: _____ **Time Covered:** _____ **Minutes:** _____ **Covered for:** _____

Date: _____ **Time Covered:** _____ **Minutes:** _____ **Covered for:** _____

Date: _____ **Time Covered:** _____ **Minutes:** _____ **Covered for:** _____

Date: _____ **Time Covered:** _____ **Minutes:** _____ **Covered for:** _____

Date: _____ **Time Covered:** _____ **Minutes:** _____ **Covered for:** _____

Date: _____ **Time Covered:** _____ **Minutes:** _____ **Covered for:** _____

Date: _____ **Time Covered:** _____ **Minutes:** _____ **Covered for:** _____

Total Minutes: _____

*****COMPLETE AND RETURN FORM TO THE BUILDING SECRETARY FOR PRINCIPAL APPROVAL.**

BUILDING PRINCIPAL APPROVAL: _____ **DATE:** _____

Payroll use only:

Payroll use only:

3 Free complete? _____

Total Minutes _____ divided by 40 minutes = _____ periods at \$55.15

***Please print on yellow paper, single sided