

Beginning of First Semester (8/4/25)

**August 4, 2025 through September 5, 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	8/04/25				
2	8/05/25				
3	8/06/25				
4	8/07/25				
5	8/08/25				
6	8/11/25				
7	8/12/25				
8	8/13/25				
9	8/14/25				
10	8/15/25				
11	8/18/25				
12	8/19/25				
13	8/20/25				
14	8/21/25				
15	8/22/25				
16	8/25/25				
17	8/26/25				
18	8/27/25				
19	8/28/25				
20	8/29/25				
--	9/01/25	---	---	---	Labor Day
21	9/02/25				
22	9/03/25				
23	9/04/25				
24	9/05/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- SEPTEMBER 12, 2025

September 8, 2025 through October 3, 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	9/8/25				
2	9/9/25				
3	9/10/25				
4	9/11/25				
5	9/12/25				
6	9/15/25				
7	9/16/25				
8	9/17/25				
9	9/18/25				
10	9/19/25				
11	9/22/25				
12	9/23/25				
13	9/24/25				
14	9/25/25				
15	9/26/25				
16	9/29/25				
17	9/30/25				
18	10/1/25				
19	10/2/25				
20	10/3/25				
--	10/6 – 10/10	---	---	---	Fall Break
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- OCTOBER 10, 2025

October 13, 2025 through November 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	10/13/25				
2	10/14/25				
3	10/15/25				
4	10/16/25				
5	10/17/25				
--	10/20/25	---	---	---	Parent/Teacher Conferences
6	10/21/25				
7	10/22/25				
8	10/23/25				
9	10/24/25				
10	10/27/25				
11	10/28/25				
12	10/29/25				
13	10/30/25				
14	10/31/25				
15	11/3/25				
16	11/4/25				
17	11/5/25				
18	11/6/25				
19	11/7/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES – NOVEMBER 14, 2025

November 12, 2025 through December 19, 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.)
--	11/11/25	---	---	---	Veterans Day
1	11/12/25				
2	11/13/25				
3	11/14/25				
4	11/17/25				
5	11/18/25				
6	11/19/25				
7	11/20/25				
8	11/21/25				
--	11/24 - 11/28	---	---	---	Thanksgiving Break
9	12/1/25				
10	12/2/25				
11	12/3/25				
12	12/4/25				
13	12/5/25				
14	12/8/25				
15	12/9/25				
16	12/10/25				
17	12/11/25				
18	12/12/25				
19	12/15/25				
20	12/16/25				
21	12/17/25				
22	12/18/25				
23	12/19/25				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- **End of the business day on December 19, 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)

ElementaryClass 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	1/5/26				
2	1/6/26				
3	1/7/26				
4	1/8/26				
5	1/9/26				
6	1/12/26				
7	1/13/26				
8	1/14/26				
9	1/15/26				
10	1/16/26				
--	1/19/26	---	---	---	M.L. King Holiday
11	1/20/25				
12	1/21/26				
13	1/22/26				
14	1/23/26				
15	1/26/26				
16	1/27/26				
17	1/28/26				
18	1/29/26				
19	1/30/26				
				Sub-Total	Total

Amount in overage column verified by: _____
Site Administrator's Signature

February 2, 2026 through March 6, 2026

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

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES -- MARCH 13, 2026

March 16, 2026 through April 10, 2026

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	3/16/26				
2	3/17/26				
3	3/18/26				
4	3/19/26				
5	3/20/26				
6	3/23/26				
7	3/24/26				
8	3/25/26				
9	3/26/26				
10	3/27/26				
11	3/30/26				
12	3/31/26				
13	4/1/26				
14	4/2/26				
--	4/3/26	---	---	---	Spring Recess
--	4/6/26	---	---	---	Spring Recess
15	4/7/26				
16	4/8/26				
17	4/9/26				
18	4/10/26				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES – APRIL 14, 2026

April 13, 2026 – May 8, 2026

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	4/13/26				
2	4/14/26				
3	4/15/26				
4	4/16/26				
5	4/17/26				
6	4/20/26				
7	4/21/26				
8	4/22/26				
9	4/23/26				
10	4/24/26				
11	4/27/26				
12	4/28/26				
13	4/29/26				
14	4/30/26				
15	5/1/26				
16	5/4/26				
17	5/5/26				
18	5/6/26				
19	5/7/26				
20	5/8/26				
				Sub-Total	Total

Amount in overage column verified by: _____

Site Administrator's Signature

DUE TO HUMAN RESOURCES – MAY 15, 2026

May 11, 2026 through May 29, 2026

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	5/11/26				
2	5/12/26				
3	5/13/26				
4	5/14/26				
5	5/15/26				
6	5/18/26				
7	5/19/26				
8	5/20/26				
9	5/21/26				
10	5/22/26				
--	5/25/26	---	---	---	Memorial Day
11	5/26/26				
12	5/27/26				
13	5/28/26				
14	5/29/26				
				Sub-Total	Total

Amount in overage column verified by: _____
Site Administrator's Signature

DUE TO HUMAN RESOURCES – June 3, 2026

