WACO INDEPENDENT SCHOOL DISTRICT

Voluntary Acknowledgement - Secondary Teacher Covering a Class During Planning/Conference Period

I, _____, have **VOLUNTARILY** chosen to cover a
(Name of teacher covering class)

class on _____ for _____, Class Period _____
(Date) (Absent teacher's full name)

at the request of my principal.

*I understand that by voluntarily choosing to cover another class as a substitute during my preparation/conference period I am responsible for my own instructional planning.

*I understand that I must follow the lesson plans left by the absent teacher.

*I understand I will be paid $35 per class period and will only be paid when I voluntarily choose to substitute during my entire designated preparation time as requested by the principal. If I cover a block schedule class I will receive a payment of $70. Pay is not applicable when two classes are combined (there must be a request for a substitute made via an absence request in TEAMS and a lack of an available substitute teacher).

By signing this form I acknowledge I have **VOLUNTARILY** agreed to cover a class as a substitute during my instructional planning/conference period and I was in no way coerced or forced to give up my planning/conference period in any way.

_____ _____
Signature of Teacher Covering Class Date

_____ _____
Employee ID# Campus

_____ _____
Principal's Signature (Approval) Date

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