

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: 09/02/2025      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:      DO NOT WRITE BELOW THIS LINE      PAYROLL USE ONLY:**

INHO-AI = TAIDE  
INHO-TA = TASST

Total 40-46 Minute Periods/Locks Covered: \_\_\_\_\_ @ \$23.72

Print on white paper, single sided