

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: Must be a number, or lock and a letter.

SOMERS INTERMEDIATE SCHOOL FORM ONLY:

ALL 40-46 MINUTES PERIOD/LOCK= \$56.20

Homeroom and announcements do not count as a period.

DATE: _____

BUILDING: SIS

PRINT NAME: _____

SIGNATURE: _____

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

Example: Date: 09/02/2025 CIRCLE ONE: Period/Lock: 1 Covered for: John Smith

Date: _____ Period/Lock: _____ Covered for: _____

BUILDING PRINCIPAL APPROVAL: _____ DATE: _____

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

PAYROLL USE ONLY: DO NOT WRITE BELOW THIS LINE PAYROLL USE ONLY:

Total Periods/Locks Covered: _____ @ \$56.20

3 Free complete? _____