

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=\$56.20

DATE: _____

BUILDING: **PES- only**

PRINT NAME: _____

SIGNATURE: _____

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

EXAMPLE: Date: 9/02/2025 Time covered: 9-9:40 Minutes: 40 Covered for: Mr. Somers

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: DO NOT WRITE BELOW THIS LINE PAYROLL USE ONLY:

3 Free complete? _____

Total Minutes _____ divided by 40 minutes = _____ periods at \$56.20

***Please print on yellow paper, single sided