

# CLASS OVERLOAD RESOURCES CLAIM

## MIDDLE SCHOOL CLASSROOM

**NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_ **MONTH/YEAR:** \_\_\_\_\_

When an individual middle school teacher (excluding music) exceeds 150 students in 5 teaching periods, the District will provide additional resources for the certificated employee for each student above this number. The daily load shall be prorated by the employee's FTE. Additional resources will be three dollars (\$3.00) per day per student per period at grades 6-8 in compensation plus an additional five dollars (\$5.00) per day per student above an overall daily load of 160.

**FORM INSTRUCTIONS:**

Record below the number of students above the class load targets as stated above, and the number of occurrences.

Also record the number of students and occurrences of a class load above 160.

Sign and date the form and submit the form to your supervisor for signature.

Submit this claim form for the previous month by the 10th for payment at the end of the month.

| # Students Above Classload<br>(>150 in 5 periods or >32 in single period) | # of Occurrences | Rate    | Total   |
|---------------------------------------------------------------------------|------------------|---------|---------|
|                                                                           |                  | \$ 3.00 | \$ 0.00 |
| # Students Above 160                                                      | # of Occurrences | Rate    | Total   |
|                                                                           |                  | \$ 5.00 | \$ 0.00 |
| Total Claim                                                               |                  |         | \$ 0.00 |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Admin Use:**

| Pay Code    | Amount    | Account Code                                   |
|-------------|-----------|------------------------------------------------|
| <b>T115</b> | <b>\$</b> | <b>10 E 530 0100 27 2111 _____ 0000 0000 0</b> |

BUILDING CODES: □ DISTRICT 0000, DHES 1030, LTES 1010, NTMS 2020