

NORTHWESTERN LOCAL SCHOOL DISTRICT  
SUBSTITUTE TEACHER TIME SHEET

Substitute Teacher \_\_\_\_\_

Pay Rate: \$153.50 .Full Day (paid in quarter day increments)  
see instructions below

Week 1 of Pay Period

Day	Date	Teacher substituting for:	Student Day			Complete this section only if working during free period			Non Teaching Time		Total Work Time
			Starting Time	Ending Time	Total Teaching Time	Starting Time	Ending Time	Assigned Duty During Free Period	Free Period Time	Lunch Minutes Deduct	
Mon											
Tues											
Wed											
Thur											
Fri											
<b>Week 1 Totals</b>											

Week 2 of Pay Period

Day	Date	Teacher substituting for:	Student Day			Complete this section only if working during free period			Non Teaching Time		Total Work Time
			Starting Time	Ending Time	Total Teaching Time	Starting Time	Ending Time	Assigned Duty During Free Period	Free Period Time	Lunch Minutes Deduct	
Mon											
Tues											
Wed											
Thur											
Fri											
<b>Week 2 Totals</b>											

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructions: Starting and ending times should show beginning of first period of required attendance and end of last period of required attendance  
Total time equals required attendance time including lunch and free period minutes (hours and minutes)  
If required to work during free period list beginning and ending times along with assigned duty  
Non teaching times to be deducted includes minutes at lunch (usually 30) and free period (planning period for teaching substituting for - unless assigned work)  
Total work time equals total time less non-working time (hours and minutes)