

SOMERS CENTRAL SCHOOL DISTRICT**SSRP****IN-HOUSE SUBSTITUTION COVERAGE FORM****SSRP****FIRST THREE PERIODS FOR THE YEAR ARE FREE****NEW:***Forms must be handed in within 30 days of the date worked****PRIMROSE ELEMENTARY SCHOOL
TEACHING ASSISTANTS AND AIDES****DATE:** _____**BUILDING: PES - only****PRINT NAME:** _____**SIGNATURE:** _____**DATE, TIME, AND TEACHER COVERED:****Date:** _____**Date:** _____**Full Day: \$169.26 =** _____**Half Day: \$84.63 =** _____**Covered for:** _____**Covered for:** _____**Date:** _____**Time covered:** _____ From when to when? *ex. 8 am -10:30 am**Total Minutes covered:** _____**Covered for:** _____**Date:** _____**Time covered:** _____ From when to when? *ex. 8 am -10:30 am**Total Minutes covered:** _____**Covered for:** _____**Date:** _____**Time covered:** _____ From when to when? *ex. 8 am -10:30 am**Total Minutes covered:** _____**Covered for:** _____**Date:** _____**Time covered:** _____ From when to when? *ex. 8 am -10:30 am**Total Minutes covered:** _____**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:****3 Free complete?** _____**Total Minutes:** _____

Half Day

84.63

Full Day

169.26

40-45 mins

24.18

Base Period

(Full day and 1/2 day are checked when assigned by building administration. Minutes are not recorded.)

46-60 mins

32.16

1 1/3

61-75 mins

40.14

1 2/3

76-90 mins

48.36

2

91-105 mins

56.34

2 1/3

106-120 mins

64.32

2 2/3

121-135 mins

72.54

3