

Reardan-Edwall School District #9

Name:

PER DIEM FORM

Thirty-two (32) paid optional hours are available at the beginning of the school year with principal approval for curriculum development, text selection, planning, IEP's or other professional work or activities which include the opening and closing of the school. No less than one (1) hour block of time shall be accepted as per diem. Please check your bargaining contract for further information. These per diem hours may be used from August 1 until July 31 of the following year. **Forms must be submitted and signed by your principal for payment by July 31 to the HR Office.**

Date	Describe Activity	Total Hrs
TOTAL		-

I certify that the above is true and correct: _____

Employee Signature & Date

Principal Approval: Yes ☐ No ☐

I certify that the above is true and correct: _____

Principal/Supervisor Signature & Date