

EXTRA TEACHING TIME RECORD

Teacher's Name (printed): _____

Date	# of Hours	Substituting For:
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		
Total Hours		

This time record must be turned in to the office no later than Friday afternoon of the week worked!

Elementary Staff Only

Specialists will try to make up missed planning time during their "off hour" each week or other times that their regular class doesn't attend for reasons such as field trips. We still want you to fill out forms for comp time or pay for missed planning time. If your planning time is made up we will throw away your slip for comp/pay.

Please check one of the following:

- Comp Time
- Pay

Teacher's Signature: _____

Administrator's Approval: _____