

Teacher Prep Period Time Card

Agreement 9.4: Eight (8) period substitutions will equal one (1) non-accumulated personal day. Payment for this earned personal day(s) will be at year end if the personal day(s) has not been used and at certified substitute wages:

Teacher's Name: _____

Substitute For: _____

Date: _____

Period/Time: _____

Reason: _____

Teacher's Signature: _____

Approved by Adm: _____

Important Notice: *No time will be assigned to the substituting Teacher unless the following form has been completed and signed by Substitute Teacher and Administrator*

Teachers: Miss Maureen & Miss Connie are requesting that you use this form for recording and payment of this leave. We do not have an accurate way to track this leave at this time. Please!