

SYMMES VALLEY LOCAL SCHOOL DISTRICT

PAYROLL REPORT OF REGULAR TEACHERS ASSIGNED TO SUBSTITUTE DURING PLANNING PERIOD

This form is to be submitted to the Payroll Clerk at the end of each week with the payroll sheets. It should be signed by the teacher who has used his/her planning period to substitute for a teacher who is absent.

BUILDING: _____ DATE: _____

NAME OF ABSENT TEACHER: _____

REASON FOR ABSENCE: _____

SUBSTITUTE TEACHER(S):

PRINT	SIGNATURE	
_____	_____	PERIOD _____
_____	_____	PERIOD _____
_____	_____	PERIOD _____
_____	_____	PERIOD _____
_____	_____	PERIOD _____
_____	_____	PERIOD _____
_____	_____	PERIOD _____
_____	_____	PERIOD _____

PRINCIPAL'S SIGNATURE

SUPERINTENDENT'S SIGNATURE

DATE SUBMITTED