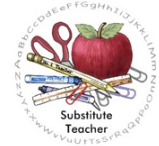




## SCHOOL SUBSTITUTE SIGN IN & SIGN OUT SHEET



Absences for Substitute Teachers **ONLY** shall be scheduled for ½ day (4 hours) or for a full day (7.5 hours with 30 minutes of lunch outside of the paid time) and shall be paid accordingly for their service.

If the 4 hour absence is scheduled in such a way that also includes a 30 minute lunch period and the substitute takes lunch, the substitute **will not** be paid for the full 4 hours. If the 4 hour absence includes a lunch period and the substitute wishes to be paid for the entire 4 hour absence, the substitute must report to the main office for an extra duty assignment to cover the ½ hour lunch time. The extra duty assignment may be given at the beginning of the 4 hour absence. If extra duty was not assigned at the beginning of the absence, the substitute must report to the main office for an extra duty assignment in order to be paid for the entire 4 hour absence. If the substitute does not report for a duty assignment, it will be assumed that the substitute took lunch and the 30 minutes will be deducted accordingly.

Please fill in your school name, fiscal school year, name of Principal, and date at the top of the form. The Principal (or Acting Principal) should sign prior to the hours being entered for pay.

## Substitute Log

FY \_\_\_\_\_

School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Date \_\_\_\_\_

**\*My signature acknowledges the hours reported reflect the accurate time and effort for each participant.  
I understand that I can be excluded from the school or terminated by the district for willfully reporting inaccurate hours actually worked.**

Date	Access ID #	Print Name of Substitute: <i>Note Title I with an *</i>	Time In	* Substitute's Signature	Time Out	* Substitute's Signature	Total Hrs	Name of Teacher/IA Substitute Replaced: <i>Note Title I with an *</i>	*Principal's Signature

**Substitutes are not paid for lunch.** Substitute teachers **ONLY** shall be scheduled a full 1/2 day (4 hours *excluding 30 minute duty-free lunch if the absence included a student lunch period and the substitute choose to take lunch*) or a full day (8.0 hours - 30 minute duty-free lunch or 7.5 hours) All substitutes are paid for the time they actually work. Principals can assign other duties for time that is left at the end of the day. Support substitutes shall be scheduled the time the support employee is usually scheduled and be paid that time *excluding a 30 minute duty-free lunch.*