

Class Coverage Reimbursement Request Form

"G. Teachers employed within the school district when giving up their prep time to cover classes of other faculty members or take on additional classes will be compensated at an hourly rate of 1/7 of the current sub pay."
2025-2026 \$21.43 per hour

Your Name

Date(s) work performed

Prep time used to cover classes

(example: 1 hour, 10 minutes- need in hours/minutes)

For which Teacher(s)

Total Due

\$

Teacher Signature

Superintendent Signature

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