



## REPLACEMENT TEACHER REPORT

Teacher's Name \_\_\_\_\_ Employee No. \_\_\_\_\_

Room \_\_\_\_\_ School Name \_\_\_\_\_

DATE	ABSENT TEACHER	NO. PUPILS	HRS.	PUPIL HOURS	REMARKS

. Number of Pupils X hours with replacement teacher.

**INSTRUCTIONS:**

1. A separate form should be used for each replacement teacher.
2. At close of the day, fill in the information above.
3. At the close of the payroll month, the time reporter will total the pupil hours, indicate hours' pay balance to be carried forward.
4. One hours' pay will be received for each 30 pupil-hours of replacement service.

**EXAMPLE**

DATE	ABSENT TEACHER	No. Pupils	HRS.	PUPIL HRS.	REMARKS
5/1/08	JONES	6	4	24	
5/8/08	SMITH	4	2	8	

	32	Principal's
May 2008	30	Initials
Balance	2	B.O.J.