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| **94 Battistoni Drive**  **Winsted, CT 06098**  **Tel: (860) 379-8583**  **Fax: (860) 379-3498** |  | **Quentin H. Rueckert**  **Executive Director**  **Daniela Belanger**  **Assistant Director** |

**NWR7 SUBSTITUTE PAYROLL REQUEST**

**When an Educational Assistant is required to substitute for a teacher, compensation shall be $85.00 per day. A class period is defined as an Educational Assistant teaching 50% or more of the class period.**

**When 4 class periods are accumulated the Educational Assistant shall receive $85.00**

**Check one: Middle School ( M ) High School ( H )**

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| **DATE** | **CLASS** | **PERIOD** | **M** | **H** | **PRINT TEACHER’S NAME** | **TEACHER’S INITIALS** | **REASON FOR ABSENCE** |
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| **Signature of Educational Assistant** | **Printed Name of Educational Assistant** |
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| **Steven Carvalho,**  **Supervisor of Special Education** |

**PLEASE SUBMIT THIS FORM TO SHARED SERVICES AFTER IT HAS BEEN SIGNED BY THE SUPERVISOR OF SPECIAL EDUCATION. PLEASE SUBMIT ON A REGULAR BASIS. DO NOT ACCUMULATE.**

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| **For Office Use: PAY B =** |  | **Pay Date:** |  |