

TEACHING ON PLANNING PERIOD – HIGH SCHOOL

PLANNING PERIOD SUBSTITUTE TEACHER REQUEST FORM

Revised 1/16

A planning period substitute must be a MCPSS teacher with a least one year of experience who is assigned to an in-field vacancy at the school that is requesting the substitute teacher. Human Resources must approve all teacher requests before they are authorized to begin working during planning periods.

A planning period substitute teacher must teach during his/her planning period and agree to stay 30 minutes before or after school for planning. Teacher work days are also included.

No more than 3 teachers may be selected for each position/vacancy. The substitutes should be requested for extended leaves – not on a daily basis.

Pay will be \$50.00 per day in addition to the teacher’s regular salary.

Name of School: _____

*For each Planning Period Substitute Teacher, list his/her name and employee number. **The bookkeeper should list the number of days worked and the \$50.00 daily rate on the monthly each service report.***

	<u>Name</u>	<u>Employee #</u>	<u>Certification</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

Date substitute teaching begins: _____

Information regarding the Teacher who is being replaced

Name of Teacher who is Absent/Resigned/Retired: _____

Subject Area where request is being made: _____

Reason for Absence or Vacancy: _____

Anticipated Return (if applicable): _____

Principal’s Signature/Date of Request

Personnel Administrator/Date Approved

Date Authorization to Payroll: _____ Attention: _____

Account Number: