

**TEACHING ON PLANNING PERIOD – MIDDLE SCHOOL AND HIGH SCHOOL
PLANNING PERIOD SUBSTITUTE TEACHER REQUEST FORM**

Revised 8/23

A planning period substitute must be a MCPSS teacher with at least one year of experience who is assigned to a 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.

No more than six (6) teachers for may be selected for each position/vacancy. The substitutes should be requested for vacancies, extended leaves – not on a daily basis unless it is a hardship where a sub cannot be hired.

Pay will be \$40.00 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 \$40.00 daily rate on the monthly each service report.

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

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: