SHARED SERVICES
94 Battistoni Drive
Winsted, CT 06098
Tel: (860) 379-8583
Fax: (860) 379-3498

Sharing Services for Exceptional Students

Quentin H. Rueckert
Executive Director

Daniela Belanger
Assistant Director

PAYROLL REQUEST NWR EDUCATIONAL ASSISTANTS

Compensation of $85 per day will be paid to an educational assistant who covers a class for a teacher. A school day is defined at six (6) periods or 4.5 hours. Record keeping will be the responsibility of the educational assistant.

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

DATE	CLASS	PERIOD	M	H	PRINT TEACHER'S NAME	TEACHER'S INITIALS	REASON FOR ABSENCE

FOR LONG PERIODS:

DATE	CLASS	TIME IN	TIME OUT	H or M	PRINT TEACHER'S NAME	TEACHER'S INITIALS	REASON FOR ABSENCE

_____ _____

Signature of Educational Assistant **Printed Name of Educational Assistant**

_____

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.

For Office Use: PAY B = _____ Pay Date: _____