

Licking Valley Local School District
 1379 Licking Valley Road N.E.
 Newark, Ohio 43055

In House Substitution

Date	Coverage Time from - to	Total Time	Teacher Absent	Principal(s) Signature

Total Hours _____ X \$20.00 =

District Policy

Whenever a teacher is required to perform another teacher=s assigned duties including study hall as a substitute because of the other teacher=s absence from his/her classroom for part or all of the school day the substituting teacher shall be compensated at the rate of \$20.00 per hour or any part thereof up to the current substitute rate per day.

In the event a teacher is absent and another teacher is forced to supervise his/her students, that teacher will be compensated at the in house substitute rate per hour or any part thereof up to the current substitute rate per day. This subsection applies to study hall when student-teacher ratio exceeds 60 to 1.

Date

Signature of Teacher

Signature of Principal

* Please return to the office at the end of each pay period.
 This form must have the signature of the teacher **and** the principal must sign off on each absence.