



# PREP PERIOD SUBSTITUTE ASSIGNMENT FORM

Name of Teacher \_\_\_\_\_ Employee # \_\_\_\_\_ Building \_\_\_\_\_

Date	Period	# Minutes	Teacher Absent	Subject Taught
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	Total Minutes:		
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**Office Use Only**

Total Minutes \_\_\_\_\_ x \$.5007      Gross Pay \$ \_\_\_\_\_

Short Code \_\_\_\_\_

This agreement entered into with the Warren City School's Board of Education states that any certificated staff member performing additional duties as a substitute teacher, during the free periods listed above during the 2023-24 school year, will be compensated \$30.04 per hour, not to exceed a total of \$125.00 for one teacher's absence. The undersigned certifies that he or she has performed additional duties as a substitute teacher during the free periods listed above.

Teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_