



PREP PERIOD SUBSTITUTE ASSIGNMENT FORM

Name of Teacher _____ Employee # _____ Building _____

Date	Period	# Minutes	Teacher Absent	Subject Taught
------	--------	-----------	----------------	----------------

	Total Minutes:		
--	----------------	--	--

Office Use Only

Total Minutes _____ x \$.5157 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 2024-25 school year, will be compensated \$30.94 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 _____