



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 \$.5312 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 2025-26 school year, will be compensated \$31.87 per hour, not to exceed a total of \$150.00 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 _____