

INTERNAL SUBSTITUTION SHEET

Name: _____

Please complete for any Internal Substituting.

The contract states:

*Section 4.5 Substitution Duties – Any teacher requested to perform substitution duties **during his/her regularly assigned planning period** by an administrator shall be compensated at the rate of \$20.00 per period. The teacher has the option to decline the request.

Rate of Pay: \$20.00 per period

DATE	SUBSTITUTED FOR	ENCOURGTRKQF

_____ **a**
Teacher e-mail address

Administrator's Signature

_____ **aaa**
Date