

## 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	ENCOURGTKQF

\_\_\_\_\_ **a**  
**Teacher e-mail address**

\_\_\_\_\_  
**Administrator's Signature**

\_\_\_\_\_ **aaa**  
**Date**