

## CLASS SIZE LOG 2023-2024 OVERAGE FORM

When overage occurs please immediately notify the administration of such by providing a copy of this claim form

Semester  1<sup>st</sup>  2<sup>nd</sup> Salary \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 School \_\_\_\_\_ Check One: Regent/Honors   
 Full Name \_\_\_\_\_ Basic   
 Home Address \_\_\_\_\_ Name of Course \_\_\_\_\_  
 \_\_\_\_\_ Zip Code \_\_\_\_\_ Grade \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_ Special Ed Option \_\_\_\_\_

**If overage was not for full day**, you must either complete (1) or (2) below.

Number one (1) below applies to teachers who teach **only** 7-12 grade students.

1) Overage is for \_\_\_\_\_ out of \_\_\_\_\_ total teaching periods per day.

Number two (2) below applies to teachers with elementary or mixed elementary-secondary schedules.

(2) Overage is for \_\_\_\_\_ minutes out of \_\_\_\_\_ total teaching minutes per day.

TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS OVERAGE IS CORRECT.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / /  
 Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_ / /  
 Principal's signature verifies registration numbers only \*

Date submitted to principal \_\_\_\_\_

\*\*Please enter the number of students' enrolled using **registration/roster, not attendance**, for **all** days listed below.

As the grid is based upon 1/200<sup>th</sup> payment, **do not omit holidays or breaks if overage exists the day before the holiday.**

5-Sep		31-Oct		1-Jan		1-Mar		2-May	
6-Sep		1-Nov		2-Jan		4-Mar		3-May	
7-Sep		2-Nov		3-Jan		5-Mar		6-May	
8-Sep		3-Nov		4-Jan		6-Mar		7-May	
11-Sep		6-Nov		5-Jan		7-Mar		8-May	
12-Sep		7-Nov		8-Jan		8-Mar		9-May	
13-Sep		8-Nov		9-Jan		11-Mar		10-May	
14-Sep		9-Nov		10-Jan		12-Mar		13-May	
15-Sep		10-Nov		11-Jan		13-Mar		14-May	
18-Sep		13-Nov		12-Jan		14-Mar		15-May	
19-Sep		14-Nov		15-Jan		15-Mar		16-May	
20-Sep		15-Nov		16-Jan		18-Mar		17-May	
21-Sep		16-Nov		17-Jan		19-Mar		20-May	
22-Sep		17-Nov		18-Jan		20-Mar		21-May	
25-Sep		20-Nov		19-Jan		21-Mar		22-May	
26-Sep		21-Nov		22-Jan		22-Mar		23-May	
27-Sep		22-Nov		23-Jan		25-Mar		24-May	
28-Sep		23-Nov		24-Jan		26-Mar		27-May	
29-Sep		24-Nov		25-Jan		27-Mar		28-May	
2-Oct		27-Nov		26-Jan		28-Mar		29-May	
3-Oct		28-Nov		29-Jan		29-Mar		30-May	
4-Oct		29-Nov		30-Jan		1-Apr		31-May	
5-Oct		30-Nov		31-Jan		8-Apr		3-Jun	
6-Oct		1-Dec		1-Feb		9-Apr		4-Jun	
9-Oct		4-Dec		2-Feb		10-Apr		5-Jun	
10-Oct		5-Dec		5-Feb		11-Apr		6-Jun	
11-Oct		6-Dec		6-Feb		12-Apr		7-Jun	
12-Oct		7-Dec		7-Feb		15-Apr		10-Jun	
13-Oct		8-Dec		8-Feb		16-Apr		11-Jun	
16-Oct		11-Dec		9-Feb		17-Apr		12-Jun	
17-Oct		12-Dec		12-Feb		18-Apr		13-Jun	
18-Oct		13-Dec		13-Feb		19-Apr		14-Jun	
19-Oct		14-Dec		14-Feb		22-Apr		17-Jun	
20-Oct		15-Dec		15-Feb		23-Apr		18-Jun	
23-Oct		18-Dec		16-Feb		24-Apr		19-Jun	
24-Oct		19-Dec		19-Feb		25-Apr		20-Jun	
25-Oct		20-Dec		26-Feb		26-Apr		21-Jun	
26-Oct		21-Dec		27-Feb		29-Apr		24-Jun	
27-Oct		22-Dec		28-Feb		30-Apr		25-Jun	
30-Oct		25-Dec		29-Feb		1-May		26-Jun	

Teaching Schedule – List all Periods, Course Names, Course Codes and Special Education Designation.

Period	A Day	B Day	C Day	D Day	E Day	F Day

\*If principal declines to sign, principal should indicate on reverse side the reasons for the same.

OVER

**INFINITE CAMPUS ATTENDANCE REGISTER MUST BE SUBMITTED. WHEN USING INFINITE CAMPUS, PLEASE CHECK ENROLLMENT DATA AS STUDENTS WHO EXIT DURING THE MONTH MAY BE DROPPED. IF THIS OCCURS, STUDENTS ARE INCORRECTLY OMITTED. DATA FOR STUDENTS MISSING FROM THE REPORT MAY BE ADDED. IF INFINITE CAMPUS IS NOT AVAILABLE, PLEASE ATTACH ENROLLMENT RECORDS THAT INDICATE STUDENT ENTRY DATE, DAILY ATTENDANCE AND EXIT DATE.**

**NO LARGER THAN 8 ½ x 14**

Article IX Class Size Overages:

Students that are registered but have yet to attend will not be counted in the teacher's overage claim prior to BEDs day. After BEDs day, any student that appears on the teacher's class list (registered) will count towards the teacher's overage claim. Once a student is removed from the class list and no longer registered for that class, they will not count towards a teacher's overage claim.

The Contract formula (Appendix G):

Annual Salary divided by 200 divided by maximum number of students multiplied by the number of student days of overage.

**Teachers are encouraged to submit their overage at the conclusion of each semester.**

**Complete information on the reverse side, and return to the BTF Office.**

**Suggested Semi-Annual Submission.**

<b>Semester</b>	<b>Closing Date for Semester</b>	<b>Suggested Submission Date</b>
<b>1<sup>st</sup></b>	<b>January 26, 2024</b>	<b>March 1, 2024</b>
<b>2<sup>nd</sup></b>	<b>June 27, 2024</b>	<b>July 25, 2024</b>

Principal's reason for denial/refusal to sign:

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Principal's signature

Date