

SUMMER CLASS SIZE LOG 2023 OVERAGE FORM

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

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 _____

Summer School Location _____

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 note that teachers are paid for students that actually show up for the summer program. However, if an enrolled student shows up late, that student is counted from his/her enrollment date.

10-Jul		4-Aug	
11-Jul		7-Aug	
12-Jul		8-Aug	
13-Jul		9-Aug	
14-Jul		10-Aug	
17-Jul		11-Aug	
18-Jul		14-Aug	
19-Jul		15-Aug	
20-Jul			
21-Jul			
24-Jul			
25-Jul			
26-Jul			
27-Jul			
28-Jul			
31-Jul			
1-Aug			
2-Aug			
3-Aug			

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

Period	Monday	Tuesday	Wednesday	Thursday	Friday

*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.

Please note that teachers are paid for students that actually show up for the summer program. However, if an enrolled student shows up late, that student is counted from his/her enrollment date.

Teachers are encouraged to submit their overage at the conclusion of summer school.

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

Principal's reason for denial/refusal to sign:

Principal's signature

Date