CLASS SIZE LOG 2026-2027 OVERAGE FORM

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

Semester ☐ 1st ☐ 2nd 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 1/200th payment, **do not omit holidays or breaks if overage exists the day before the holiday**.

3-Sep		29-Oct		24-Dec		2-Mar		3-May
4-Sep		30-Oct		25-Dec		3-Mar		4-May
7-Sep		2-Nov		1-Jan		4-Mar		5-May
8-Sep		3-Nov		4-Jan		5-Mar		6-May
9-Sep		4-Nov		5-Jan		8-Mar		7-May
10-Sep		5-Nov		6-Jan		9-Mar		10-May
11-Sep		6-Nov		7-Jan		10-Mar		11-May
14-Sep		9-Nov		8-Jan		11-Mar		12-May
15-Sep		10-Nov		11-Jan		12-Mar		13-May
16-Sep		11-Nov		12-Jan		15-Mar		14-May
17-Sep		12-Nov		13-Jan		16-Mar		17-May
18-Sep		13-Nov		14-Jan		17-Mar		18-May
21-Sep		16-Nov		15-Jan		18-Mar		19-May
22-Sep		17-Nov		18-Jan		19-Mar		20-May
23-Sep		18-Nov		19-Jan		22-Mar		21-May
24-Sep		19-Nov		20-Jan		23-Mar		24-May
25-Sep		20-Nov		21-Jan		24-Mar		25-May
28-Sep		23-Nov		22-Jan		25-Mar		26-May
29-Sep		24-Nov		25-Jan		26-Mar		27-May
30-Sep		25-Nov		26-Jan		29-Mar		28-May
1-Oct		26-Nov		27-Jan		5-Apr		31-May
2-Oct		27-Nov		28-Jan		6-Apr		1-Jun
5-Oct		30-Nov		29-Jan		7-Apr		2-Jun
6-Oct		1-Dec		1-Feb		8-Apr		3-Jun
7-Oct		2-Dec		2-Feb		9-Apr		4-Jun
8-Oct		3-Dec		3-Feb		12-Apr		7-Jun
9-Oct		4-Dec		4-Feb		13-Apr		8-Jun
12-Oct		7-Dec		5-Feb		14-Apr		9-Jun
13-Oct		8-Dec		8-Feb		15-Apr		10-Jun
14-Oct		9-Dec		9-Feb		16-Apr		11-Jun
15-Oct		10-Dec		10-Feb		19-Apr		14-Jun
16-Oct		11-Dec		11-Feb		20-Apr		15-Jun
19-Oct		14-Dec		12-Feb		21-Apr		16-Jun
20-Oct		15-Dec		15-Feb		22-Apr		17-Jun
21-Oct		16-Dec		22-Feb		23-Apr		18-Jun
22-Oct		17-Dec		23-Feb		26-Apr		21-Jun
23-Oct		18-Dec		24-Feb		27-Apr		22-Jun
26-Oct		21-Dec		25-Feb		28-Apr		23-Jun
27-Oct		22-Dec		26-Feb		29-Apr		24-Jun
28-Oct		23-Dec		1-Mar		30-Apr		25-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 <u>ATTENDANCE REGISTER</u> <u>MUST BE SUBMITTED</u>. 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 <u>ENTRY DATE</u>, <u>DAILY ATTENDANCE</u> AND <u>EXIT DATE</u>.

<u>NO LARGER THAN 8 ½ x 14</u>

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 H):

> Annual Salary divided by 200, divided by maximum number of students, multiplied by the number of students in excess of maximum, multiplied by number of applicable service days the excess exists.

<u>Teachers are encouraged to submit their overage at the conclusion of each semester.</u>

<u>ATTENTION</u>: Complete information on the reverse side and retain a copy for your own records. Please provide a copy to the BTF office, where that same copy will then be sent to BPS Wage and Salary Department. The BTF office will not retain a copy of the overage form or attendance registers.

Suggested Semi-Annual Submission.

Semester	Closing Date for Semester	Suggested Submission Date
1st	January 29, 2027	March 4, 2027
2nd	June 25, 2027	July 23, 2027

Principal's reason for denial/refusal to sign:

_____

_____

_____

_____

_____ _____

Principal's signature Date