

**SHEEPSCOT VALLEY SCHOOL UNION # 133  
SUBSTITUTE EMPLOYEE ATTENDANCE REPORT**

SCHOOL: \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

Payroll Week # 1	Date	Half day/ Full day	SUBSTITUTED FOR:				
			Name of teacher	Local	Spec Ed	Title I	Other
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Payroll Week # 1	Date	Half day/ Full day	SUBSTITUTED FOR:				
			Name of teacher	Local	Spec Ed	Title I	Other
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>Totals:</b>							

I request payment of the above listed dates on which I substituted.

EMPLOYEES SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Number of days substituted for Teachers:**

Local	-	Amount per day	\$ _____	for	_____	Days =	\$ _____
Spec. Ed.	-	Amount per day	\$ _____	for	_____	Days =	\$ _____
Title IA	-	Amount per day	\$ _____	for	_____	Days =	\$ _____
Other:	-	Amount per day	\$ _____	for	_____	Days =	\$ _____

(specify) \_\_\_\_\_

**Number of hours substituted for Ed Techs:**

Local	-	Amount per hour	\$ _____	for	_____	hours	\$ _____
Spec. Ed.	-	Amount per hour	\$ _____	for	_____	hours	\$ _____
Title IA	-	Amount per hour	\$ _____	for	_____	hours	\$ _____
Other:	-	Amount per hour	\$ _____	for	_____	hours	\$ _____

(specify) \_\_\_\_\_

**Number of hours substituted for:**

Cafeteria	-	Amount per hour	\$ _____	for	_____	hours	\$ _____
Custodian	-	Amount per hour	\$ _____	for	_____	hours	\$ _____
Secretary	-	Amount per hour	\$ _____	for	_____	hours	\$ _____
BusDriver	-	Amount per day	\$ _____	for	_____	days	\$ _____
Other:	-	Amount per hour	\$ _____	for	_____	hours	\$ _____

(specify) \_\_\_\_\_