

General & Special Education Classroom Coverage Compensation Form

(Elementary Music & Physical Education Teacher please use different form)

Please complete the information below and return it to the Human Resource Department before the end of each semester. Payment will be made at the end of each semester based on MiStar.

Secondary Teacher's **must** complete one form for each hour.

Employee No.

Teacher Name (please print)

Building

Assignment Name

Hour (if applicable)

Semester

Date overage started

Teacher Signature

Date

Principal Signature

Date

Director of Special Education (if applicable)

Date