

**IN-HOUSE SUB
PAYMENT REQUEST FORM**
(pursuant to Article 5.04 of Master Agreement)

Section 1- To be completed by absentee

Please be sure to include the complete Month, Day, and Year on the line of the day missed.

I was absent from my position _____, _____, _____ during
Month day year

the following listed periods: _____ (1,2,3 . . .)

due to _____.

Absentee Signature Date

Section 2: - to be completed by Substitute/Internal Teacher

This is to acknowledge that I served as Substitute Teacher for the absentee listed above on the date(s) and for the period(s) indicated. I filled this position because there was no available substitute at that time.

I subbed for a total of _____ (hours and/or quarter hours) – (\$100/day max).

I split the absentees class with the following teacher _____

My share of the class to be prorated at is _____%

Substituting Teacher Signature

Building Principal's Signature

Superintendent's Signature