

ESP Cumulative Period Coverage Form

Effective January 1, 2018 – Any ESP who substitutes for a teacher for one or more classes in a day and who then reaches six (6) classes covered for a period of 30 minutes or greater can complete the form and submit for one day of substitute pay for \$25.00. It is the responsibility of the ESP to complete the paperwork and submit to their principal for confirmation.

School: _____

Staff Name: _____

Staff Signature: _____

	Date	State what period you covered	Name of Teacher covered for
1.			
2.			
3.			
4.			
5.			
6.			

Supervisor/Principals signature: _____

Pay period submitted: _____

Pay date: _____