Substitute Teacher Report

Principals: complete this form and send it to the Office of Education after a substitute covers for a Conference FTE teacher.

A. Substitute teacher information

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Forms needed to process report

- I-9 Employment Eligibility
- W-4 Federal Withholding
- IT-4 State Withholding
- Criminal records check

B. Regular teacher

Name: _____ Reason for absence: _____

C. Substitution dates

Date(s)					TOTAL DAYS

D. Wages calculation

Days taught: _____ × Rate per day: $ _____ = Total pay: $ _____

School name: _____ Approved by: _____

Date: _____ Position: _____

E. Education Department

Office use only

Pay $ _____ to _____

School charge: $ _____ Processed by: _____

Teacher charge: $ _____ Dept. approval: _____

Conference charge: $ _____ Date: _____