

CLASS SIZE LOG 2017-2018 OVERAGE FORM

When overage occurs please immediately notify the administration of such by providing a copy of this claim form

Semester	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	Salary	Employee ID#
School			Check One:	Regent/Honors <input type="checkbox"/>
Full Name				Basic <input type="checkbox"/>
Home Address			Name of Course	
	Zip Code		Grade	
Home Phone Number			Special Ed Option	

If overage was not for full day, you must either complete (1) or (2) below.

Number one (1) below applies to teachers who teach only 7-12 grade students.

1) Overage is for ___ out of ___ total teaching periods per day.

Number two (2) below applies to teachers with elementary or mixed elementary-secondary schedules.

(2) Overage is for ___ minutes out of ___ total teaching minutes per day.

TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS OVERAGE IS CORRECT.

Signature _____	Date _____	Principal's Signature _____	Date _____
		Principal's signature verifies registration numbers only *	

Date submitted to principal _____

Please enter the number of students' enrolled using **registration/roster, not attendance, for **all** days listed below.

As the grid is based upon 1/200th payment, **do not omit holidays or breaks if overage exists the day before the holiday.**

29-Aug		25-Oct		20-Dec		26-Feb		30-Apr	
30-Aug		26-Oct		21-Dec		27-Feb		1-May	
31-Aug		27-Oct		22-Dec		28-Feb		2-May	
4-Sep		30-Oct		29-Dec		1-Mar		3-May	
5-Sep		31-Oct		1-Jan		2-Mar		4-May	
6-Sep		1-Nov		2-Jan		5-Mar		7-May	
7-Sep		2-Nov		3-Jan		6-Mar		8-May	
8-Sep		3-Nov		4-Jan		7-Mar		9-May	
11-Sep		6-Nov		5-Jan		8-Mar		10-May	
12-Sep		7-Nov		8-Jan		9-Mar		11-May	
13-Sep		8-Nov		9-Jan		12-Mar		14-May	
14-Sep		9-Nov		10-Jan		13-Mar		15-May	
15-Sep		10-Nov		11-Jan		14-Mar		16-May	
18-Sep		13-Nov		12-Jan		15-Mar		17-May	
19-Sep		14-Nov		15-Jan		16-Mar		18-May	
20-Sep		15-Nov		16-Jan		19-Mar		21-May	
21-Sep		16-Nov		17-Jan		20-Mar		22-May	
22-Sep		17-Nov		18-Jan		21-Mar		23-May	
25-Sep		20-Nov		19-Jan		22-Mar		24-May	
26-Sep		21-Nov		22-Jan		23-Mar		25-May	
27-Sep		22-Nov		23-Jan		26-Mar		28-May	
28-Sep		23-Nov		24-Jan		27-Mar		29-May	
29-Sep		24-Nov		25-Jan		28-Mar		30-May	
2-Oct		27-Nov		26-Jan		29-Mar		31-May	
3-Oct		28-Nov		29-Jan		30-Mar		1-Jun	
4-Oct		29-Nov		30-Jan		9-Apr		4-Jun	
5-Oct		30-Nov		31-Jan		10-Apr		5-Jun	
6-Oct		1-Dec		1-Feb		11-Apr		6-Jun	
9-Oct		4-Dec		2-Feb		12-Apr		7-Jun	
10-Oct		5-Dec		5-Feb		13-Apr		8-Jun	
11-Oct		6-Dec		6-Feb		16-Apr		11-Jun	
12-Oct		7-Dec		7-Feb		17-Apr		12-Jun	
13-Oct		8-Dec		8-Feb		18-Apr		13-Jun	
16-Oct		11-Dec		9-Feb		19-Apr		14-Jun	
17-Oct		12-Dec		12-Feb		20-Apr		15-Jun	
18-Oct		13-Dec		13-Feb		23-Apr		18-Jun	
19-Oct		14-Dec		14-Feb		24-Apr		19-Jun	
20-Oct		15-Dec		15-Feb		25-Apr		20-Jun	
23-Oct		18-Dec		16-Feb		26-Apr		21-Jun	
24-Oct		19-Dec		23-Feb		27-Apr		22-Jun	

Teaching Schedule – List all Periods, Course Names, Course Codes and Special Education Designation.

Period	A Day	B Day	C Day	D Day	E Day	F Day

*If principal declines to sign, principal should indicate on reverse side the reasons for the same.

OVER

INFINITE CAMPUS ATTENDANCE REGISTER MUST BE SUBMITTED. WHEN USING INFINITE CAMPUS, PLEASE CHECK ENROLLMENT DATA AS STUDENTS WHO EXIT DURING THE MONTH MAY BE DROPPED. IF THIS OCCURS, STUDENTS ARE INCORRECTLY OMITTED. DATA FOR STUDENTS MISSING FROM THE REPORT MAY BE ADDED. IF INFINITE CAMPUS IS NOT AVAILABLE, PLEASE ATTACH ENROLLMENT RECORDS THAT INDICATE STUDENT ENTRY DATE, DAILY ATTENDANCE AND EXIT DATE.

NO LARGER THAN 8 ½ x 14

Article IX Class Size Overages:

Students that are registered but have yet to attend will not be counted in the teacher's overage claim prior to BEDs day. After BEDs day, any student that appears on the teacher's class list (registered) will count towards the teacher's overage claim. Once a student is removed from the class list and no longer registered for that class, they will not count towards a teacher's overage claim.

The Contract formula (Appendix L):

Annual Salary divided by 200 divided by maximum number of students multiplied by the number of student days of overage.

Teachers are encouraged to submit their overage at the conclusion of each semester.

Complete information on the reverse side, and return to the BTF Office.

Suggested Semi-Annual Submission.

Semester	Closing Date for Semester	Suggested Submission Date
1st	January 26, 2018	February 28, 2018
2nd	June 22, 2018	July 20, 2018

Principal's reason for denial/refusal to sign:

Principal's signature

Date