

## CLASS SIZE LOG 2016-2017 OVERAGE FORM

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

Semester  1<sup>st</sup>  2<sup>nd</sup> Salary \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 School \_\_\_\_\_ Check One: Regent/Honors   
 Full Name \_\_\_\_\_ Basic   
 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 1/200<sup>th</sup> payment, **do not omit holidays or breaks if overage exists the day before the holiday.**

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

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.**

<b>Semester</b>	<b>Closing Date for Semester</b>	<b>Suggested Submission Date</b>
<b>1<sup>st</sup></b>	<b>January 27, 2017</b>	<b>February 28, 2017</b>
<b>2<sup>nd</sup></b>	<b>June 23, 2017</b>	<b>July 15, 2017</b>

Principal's reason for denial/refusal to sign:

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Principal's signature

Date