

CLASS SIZE LOG 2019-2020 OVERAGE FORM

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

Semester 1st 2nd 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 1/200th payment, **do not omit holidays or breaks if overage exists the day before the holiday.**

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

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 24, 2020	February 28, 2020
2nd	June 26, 2020	July 24, 2020

Principal's reason for denial/refusal to sign:

Principal's signature

Date