

CLASS SIZE LOG 2021-2022 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	_____		
Home Phone Number	_____			Grade _____
	_____			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 _____
Date submitted to principal _____		Principal's signature verifies registration numbers only *	

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.**

3-Sep		29-Oct		24-Dec		1-Mar		2-May	
6-Sep		1-Nov		27-Dec		2-Mar		3-May	
7-Sep		2-Nov		31-Dec		3-Mar		4-May	
8-Sep		3-Nov		3-Jan		4-Mar		5-May	
9-Sep		4-Nov		4-Jan		7-Mar		6-May	
10-Sep		5-Nov		5-Jan		8-Mar		9-May	
13-Sep		8-Nov		6-Jan		9-Mar		10-May	
14-Sep		9-Nov		7-Jan		10-Mar		11-May	
15-Sep		10-Nov		10-Jan		11-Mar		12-May	
16-Sep		11-Nov		11-Jan		14-Mar		13-May	
17-Sep		12-Nov		12-Jan		15-Mar		16-May	
20-Sep		15-Nov		13-Jan		16-Mar		17-May	
21-Sep		16-Nov		14-Jan		17-Mar		18-May	
22-Sep		17-Nov		17-Jan		18-Mar		19-May	
23-Sep		18-Nov		18-Jan		21-Mar		20-May	
24-Sep		19-Nov		19-Jan		22-Mar		23-May	
27-Sep		22-Nov		20-Jan		23-Mar		24-May	
28-Sep		23-Nov		21-Jan		24-Mar		25-May	
29-Sep		24-Nov		24-Jan		25-Mar		26-May	
30-Sep		25-Nov		25-Jan		28-Mar		27-May	
1-Oct		26-Nov		26-Jan		29-Mar		30-May	
4-Oct		29-Nov		27-Jan		30-Mar		31-May	
5-Oct		30-Nov		28-Jan		31-Mar		1-Jun	
6-Oct		1-Dec		31-Jan		1-Apr		2-Jun	
7-Oct		2-Dec		1-Feb		4-Apr		3-Jun	
8-Oct		3-Dec		2-Feb		5-Apr		6-Jun	
11-Oct		6-Dec		3-Feb		6-Apr		7-Jun	
12-Oct		7-Dec		4-Feb		7-Apr		8-Jun	
13-Oct		8-Dec		7-Feb		8-Apr		9-Jun	
14-Oct		9-Dec		8-Feb		15-Apr		10-Jun	
15-Oct		10-Dec		9-Feb		18-Apr		13-Jun	
18-Oct		13-Dec		10-Feb		19-Apr		14-Jun	
19-Oct		14-Dec		11-Feb		20-Apr		15-Jun	
20-Oct		15-Dec		14-Feb		21-Apr		16-Jun	
21-Oct		16-Dec		15-Feb		22-Apr		17-Jun	
22-Oct		17-Dec		16-Feb		25-Apr		20-Jun	
25-Oct		20-Dec		17-Feb		26-Apr		21-Jun	
26-Oct		21-Dec		18-Feb		27-Apr		22-Jun	
27-Oct		22-Dec		21-Feb		28-Apr		23-Jun	
28-Oct		23-Dec		28-Feb		29-Apr		24-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 28, 2022	March 4, 2022
2nd	June 24, 2022	July 22, 2022

Principal's reason for denial/refusal to sign:

Principal's signature

Date