**WAYNE TRACE LOCAL SCHOOL**

**CLAIM FORM FOR SUBSTITUTES**

**2023-2024**

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**EMPLOYEE NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **KIOSK: \_\_\_\_\_\_\_\_\_**

**DATE(S) OF ABSENCE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DOCK: $\_\_\_\_\_\_\_\_\_**

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 **SUBSTITUTE SECTION**

Please complete **ALL** information. If information is missing it could result in a delay in you being paid.

**SUBSTITUTE’S NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**STATE:** \_\_\_\_\_\_\_\_\_\_ **ZIP:** \_\_\_\_\_\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list date you worked, starting time, ending time and circle AM or PM

**DATE: \_\_\_\_\_\_\_\_\_\_\_ START TIME: \_\_\_\_\_\_\_\_\_\_\_ AM / PM END TIME: \_\_\_\_\_\_\_\_\_\_\_AM / PM**

**DATE: \_\_\_\_\_\_\_\_\_\_\_ START TIME: \_\_\_\_\_\_\_\_\_\_\_ AM / PM END TIME: \_\_\_\_\_\_\_\_\_\_\_AM / PM**

**DATE: \_\_\_\_\_\_\_\_\_\_\_ START TIME: \_\_\_\_\_\_\_\_\_\_\_ AM / PM END TIME: \_\_\_\_\_\_\_\_\_\_\_AM / PM**

**DATE: \_\_\_\_\_\_\_\_\_\_\_ START TIME: \_\_\_\_\_\_\_\_\_\_\_ AM / PM END TIME: \_\_\_\_\_\_\_\_\_\_\_AM / PM**

**DATE: \_\_\_\_\_\_\_\_\_\_\_ START TIME: \_\_\_\_\_\_\_\_\_\_\_ AM / PM END TIME: \_\_\_\_\_\_\_\_\_\_\_AM / PM**

**CHECK POSITION OF SUBSTITUTION: OFFICE USE ONLY:**

\_\_\_\_\_\_ **TEACHER @ $100.00 per day** \_\_\_ day(s) @ **$100.00** = $ \_\_\_\_\_

\_\_\_\_\_\_ **CAFETERIA @ $12.49 per hour** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ **TEACHERS AIDE @ $13.64 per hour** \_\_\_\_\_day(s) X hrs per day = hrs\_

\_\_\_\_\_\_ **LIBRARY AIDE @ $15.39 per hour** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_ SECRETARY @ $17.07 per hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_ **STUDYHALL @ $15.37 per hour** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ **CUSTODIAL @ $14.76 per hour** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **BUS DRIVER @ $19.14** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_ **AM ROUTE ONLY**

 \_\_\_\_\_\_ **PM ROUTE ONLY**

 \_\_\_\_\_\_ **BOTH ROUTES**

**SUBSTITUTE’S SIGNATURE:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DATE:** \_\_\_\_\_\_\_\_\_

 **\*\*Substitute pay rates are subject to change based on board approval each year.**