



FRONTIER SCHOOL DIVISION REPORT ON SUBSTITUTE TEACHING

A report on Substitute teaching is prepared at the end of each pay period; signed off by the Principal and forwarded to the Division Payroll Office. Once received, payment will be processed on the next available pay date.

Name of School: _____

Name of Person Substituting: _____

Address: _____

Social Insurance Number --- ---

Are you a certified teacher? ___yes ___no Do you currently receive Remoteness Allowance ___yes ___no

Is your primary job as an Educational Assistant ___yes ___no If yes, is it a Single or Family Rate? ___single ___family

If you answered "yes" to the last question, was this one of your ten scheduled days off? ___yes ___no

WHO DID YOU SUBSTITUTE FOR?	FULL DAY / AM / PM	DATE	REASON FOR TEACHER'S ABSENCE	IS THIS AAA RELIEF? (yes / no) ***

Total Days:

Date submitted: _____ Principal Approval: _____

***** - AAA relief is providing coverage for a teacher(s) attending a meeting or PD that was set up through or authorized by the Area ELA / Math Coach.**