Ridgway Area School District

EXTRA TIME/DUTY REPORT

What is the Purpose of the Form?

This form is used to report extra time reimbursable by contract to the professional staff.

Who Should File the Form?

The employee performing the extra time or duty should complete the form and return to his/her principal.

When Should the Form be Filed?

The form should be filed upon completion of the extra time/duty.

Special Notes:

If an employee does not know the reason for the teacher's absence, please inform the Principal's Office when submitted.

Revised: October 2002

RIDGWAY AREA SCHOOL DISTRICT RASD EXTRA TIME/DUTY REPORT

DATES
DATES

CHECK TYPE OF DUTY	X	HOURS/TIME
HOMEBOUND		
STUDENTS NAME:		
IN SCHOOL SUSPENSION		
ALTERNATIVE ED		
ALTERNATIVE ED		
INCARCERATED YOUTH		
HOMEWORK CLUB		
GED		
OTHER		
		TOTAL HOURS
BUILDING PRINCIPAL		EMPLOYEE SIGNATURE
Revised: October 2002		
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RASO RIDGWAY A EXTRA TO CHECK TYPE OF DUTY HOMEBOUND	TIME/DU'	ΓΥ REPORT DATES
RIDGWAY A EXTRA CHECK TYPE OF DUTY HOMEBOUND STUDENTS NAME:	TIME/DU'	ΓΥ REPORT DATES
CHECK TYPE OF DUTY HOMEBOUND STUDENTS NAME: IN SCHOOL SUSPENSION	TIME/DU'	ΓΥ REPORT DATES
CHECK TYPE OF DUTY HOMEBOUND STUDENTS NAME: IN SCHOOL SUSPENSION ALTERNATIVE ED	TIME/DU'	ΓΥ REPORT DATES
CHECK TYPE OF DUTY HOMEBOUND STUDENTS NAME: IN SCHOOL SUSPENSION ALTERNATIVE ED INCARCERATED YOUTH HOMEWORK CLUB	TIME/DU'	ΓΥ REPORT DATES
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