



## 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                                  \_\_\_yes \_\_\_no  
Remoteness Allowance

Is your primary job as an Educational                                  \_\_\_yes \_\_\_no      If yes, is it a Single or Family Rate?                                  \_\_\_single \_\_\_family  
Assistant

If you answered "yes" to the last question,                                  \_\_\_yes \_\_\_no  
was this one of your ten scheduled days off?

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.