



# 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 TEACHERS' ABSENCE	IS THIS AAA RELIEF? (YES / NO) <sup>***</sup>

**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.**