

## CLASS SIZE LOG 2020-2021 OVERAGE FORM

When overage occurs, please immediately notify the administration of such by providing a copy of this claim form

Semester	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	Salary	Employee ID#
School	Check One:			Regent/Honors <input type="checkbox"/>
Full Name				Basic <input type="checkbox"/>
Home Address	Name of Course			
	Zip Code	Grade		
Home Phone Number	Special Ed Option			

**If overage was not for full day**, you must either complete (1) or (2) below.

Number one (1) below applies to teachers who teach only 7-12 grade students.

1) Overage is for \_\_\_ out of \_\_\_ total teaching periods per day.

Number two (2) below applies to teachers with elementary or mixed elementary-secondary schedules.

(2) Overage is for \_\_\_ minutes out of \_\_\_ total teaching minutes per day.

TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS OVERAGE IS CORRECT.

Signature	Date	Principal's Signature	Date
		Principal's signature verifies registration numbers only *	

Date submitted to principal

\*\*Please enter the number of students enrolled using **registration/roster, not attendance**, for **all** days listed below.

As the grid is based upon 1/200<sup>th</sup> payment, **do not omit holidays or breaks if overage exists the day before the holiday.**

3-Sep		29-Oct		24-Dec		2-Mar		3-May	
4-Sep		30-Oct		25-Dec		3-Mar		4-May	
7-Sep		2-Nov		1-Jan		4-Mar		5-May	
8-Sep		3-Nov		4-Jan		5-Mar		6-May	
9-Sep		4-Nov		5-Jan		8-Mar		7-May	
10-Sep		5-Nov		6-Jan		9-Mar		10-May	
11-Sep		6-Nov		7-Jan		10-Mar		11-May	
14-Sep		9-Nov		8-Jan		11-Mar		12-May	
15-Sep		10-Nov		11-Jan		12-Mar		13-May	
16-Sep		11-Nov		12-Jan		15-Mar		14-May	
17-Sep		12-Nov		13-Jan		16-Mar		17-May	
18-Sep		13-Nov		14-Jan		17-Mar		18-May	
21-Sep		16-Nov		15-Jan		18-Mar		19-May	
22-Sep		17-Nov		18-Jan		19-Mar		20-May	
23-Sep		18-Nov		19-Jan		22-Mar		21-May	
24-Sep		19-Nov		20-Jan		23-Mar		24-May	
25-Sep		20-Nov		21-Jan		24-Mar		25-May	
28-Sep		23-Nov		22-Jan		25-Mar		26-May	
29-Sep		24-Nov		25-Jan		26-Mar		27-May	
30-Sep		25-Nov		26-Jan		29-Mar		28-May	
1-Oct		26-Nov		27-Jan		30-Mar		31-May	
2-Oct		27-Nov		28-Jan		31-Mar		1-Jun	
5-Oct		30-Nov		29-Jan		1-Apr		2-Jun	
6-Oct		1-Dec		1-Feb		2-Apr		3-Jun	
7-Oct		2-Dec		2-Feb		5-Apr		4-Jun	
8-Oct		3-Dec		3-Feb		12-Apr		7-Jun	
9-Oct		4-Dec		4-Feb		13-Apr		8-Jun	
12-Oct		7-Dec		5-Feb		14-Apr		9-Jun	
13-Oct		8-Dec		8-Feb		15-Apr		10-Jun	
14-Oct		9-Dec		9-Feb		16-Apr		11-Jun	
15-Oct		10-Dec		10-Feb		19-Apr		14-Jun	
16-Oct		11-Dec		11-Feb		20-Apr		15-Jun	
19-Oct		14-Dec		12-Feb		21-Apr		16-Jun	
20-Oct		15-Dec		15-Feb		22-Apr		17-Jun	
21-Oct		16-Dec		22-Feb		23-Apr		18-Jun	
22-Oct		17-Dec		23-Feb		26-Apr		21-Jun	
23-Oct		18-Dec		24-Feb		27-Apr		22-Jun	
26-Oct		21-Dec		25-Feb		28-Apr		23-Jun	
27-Oct		22-Dec		26-Feb		29-Apr		24-Jun	
28-Oct		23-Dec		1-Mar		30-Apr		25-Jun	

Teaching Schedule – List all Periods, Course Names, Course Codes and Special Education Designation.

Period	A Day	B Day	C Day	D Day	E Day	F Day

\*If principal declines to sign, principal should indicate on reverse side the reasons for the same.

OVER

**INFINITE CAMPUS ATTENDANCE REGISTER MUST BE SUBMITTED. WHEN USING INFINITE CAMPUS, PLEASE CHECK ENROLLMENT DATA AS STUDENTS WHO EXIT DURING THE MONTH MAY BE DROPPED. IF THIS OCCURS, STUDENTS ARE INCORRECTLY OMITTED. DATA FOR STUDENTS MISSING FROM THE REPORT MAY BE ADDED. IF INFINITE CAMPUS IS NOT AVAILABLE, PLEASE ATTACH ENROLLMENT RECORDS THAT INDICATE STUDENT ENTRY DATE, DAILY ATTENDANCE AND EXIT DATE.**

**NO LARGER THAN 8 ½ x 14**

Article IX Class Size Overages:

Students that are registered but have yet to attend will not be counted in the teacher's overage claim prior to BEDs day. After BEDs day, any student that appears on the teacher's class list (registered) will count towards the teacher's overage claim. Once a student is removed from the class list and no longer registered for that class, they will not count towards a teacher's overage claim.

The Contract formula (Appendix G):

Annual Salary divided by 200 divided by maximum number of students multiplied by the number of student days of overage.

**Teachers are encouraged to submit their overage at the conclusion of each semester.**

**Complete information on the reverse side, and return to the BTF Office.**

**Suggested Semi-Annual Submission.**

<b>Semester</b>	<b>Closing Date for Semester</b>	<b>Suggested Submission Date</b>
<b>1<sup>st</sup></b>	<b>January 29, 2021</b>	<b>March 5, 2021</b>
<b>2<sup>nd</sup></b>	<b>June 25, 2021</b>	<b>July 23, 2021</b>

Principal's reason for denial/refusal to sign:

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Principal's signature

Date