

BALTIMORE COUNTY PUBLIC SCHOOLS

Office of Payroll

2009 Extended School Year (ESY) Substitute Teacher Payroll Information Sheet For Use by SPECIAL EDUCATION SUBSTITUTE TEACHERS ONLY

Substitute's Name _____
Last First Middle

Address _____
City State ZIP

Social Security _____ - _____ - _____ Phone _____

Certified _____ No _____ Yes Area of Certification _____

Non Degree _____ Degree _____ Highly Qualified in content area _____

Please use one form for each pay period. Payment is made 2 weeks in arrears.

Date	Teacher Substituting for	Class Substituting for	Hours
Total hours worked in pay period			

(Report hours worked in decimals (1.0 = 1 hour; 1.5 = 1 hour 30 minutes))

ESY School Site Signature Summer School Principal Phone

Send this **ORIGINAL** form to **Ruthie Goldberg**, Office of Special Education, ESS,
Greenwood. **ATTACH A COPY OF THE TEACHER'S TIME SHEET THAT
SHOWS HIS/HER ABSENCE.**
(retain a copy for your files)

FOR OFFICIAL USE ONLY

Approved by: _____ Date _____

Amount to be paid: _____ LDPR # _____