

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**Office of Payroll**  
**2010 Summer School Substitute Teacher Payroll Information Sheet**

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))*

**Approved standard hours: Ele – 3 hrs/day; Mid – 3 hrs/day; High - 5 hrs/day**

\_\_\_\_\_  
 Summer School Site Signature Summer School Principal Phone

Send this **ORIGINAL** form to Beth Kirtland, Office of Alternative Education, Suite 219,  
 Pulaski Park. **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 # \_\_\_\_\_