

Quality Education - Invitation to Service

Substitute Teacher Report Form – Due in office within 30 days of absence. One form for each period of absence from the classroom must be submitted to the Education Office. This form must provide check number and amount paid to the substitute.

Name: _____ Date Submitted _____

Date absent from classroom: _____

Reason for absence: _____

Sick ☐ Personal ☐ Professional ☐ Conference ☐ **Report Only** ☐

To be completed by the substitute teacher

Substitute teacher's name: _____

Substitute teacher's address: _____

Bachelor's degree or higher: _____ Full day \$81.00

_____ Partial day \$_____

Associate's degree _____ Full day \$71.00

_____ Partial day \$_____

Non-College graduate: _____ Full day \$61.00

_____ Partial day \$_____

Substitute's signature: _____

Phone #: _____

The substitute is responsible for all income taxes and must report payments as income on federal and state income tax returns.

Wages to the substitute are paid directly by the school. The Conference will **reimburse the school treasurer, except when reason for absence does not apply. Please enter the check number of the wages paid to the substitute teacher by the school: check # _____. "If you do not have a check number listed, you will not receive the reimbursement"**

A list of available substitute teachers should be prepared by the principal and submitted to the School Board for approval. **Individuals employed as substitutes must be Seventh-day Adventist church members.** Departures from the approved list require the approval of the board or the executive committee.

Signatures: _____ Date Received: _____
(Principal's Signature)

Approved by School Board: _____ Date Received: _____
(Treasurer's Signature)

Superintendent's approval: _____