



Coverage Unit Request Form

School: _____

Teacher needing coverage: _____

Coverage for the day of _____ and time period of _____

Coverage needed: Class absorption Whole class Other Duties: _____

Reason for absence: _____ Teacher

Additional information: _____

Number of coverage time units: _____

Teacher to be granted coverage time units: _____

Date _____

Administrator Signature

Office Use Only

Teacher Coverage _____

Teacher Coverage - Guest Teacher Report _____

Instructions:

Teacher wanting class coverage is to

1. Fill in their school, name as needing coverage, the date and the time period of needed coverage.
2. Convert time period to coverage units:
 - Coverage time is earned in increments of at least 15 minutes.
 - Accumulation of 45 minutes of coverage time equals one (1) unit at all grade levels.
 - Elementary Absorption Coverage between 45 minutes and 3.5 hours equals one (1) unit, and if coverage exceeds 3.5 hours two (2) units are awarded.
3. Indicate whether they are leaving for administrative leave (what activity) or personal/sick reasons.
4. Fill in the teacher's name who will be covering for the absence.
5. Submit the request to the building administrator for signature.

The administrator is to

1. Sign and date the form if coverage units are approved.
2. Submit the completed form to the building record keeper.

The building record keeper is to

1. Notify both teachers involved that coverage is approved by putting a copy of this signed form in their boxes.
2. Enter the credit or debit in the Coverage Units Summary Spreadsheet for both teachers if applicable. If no coverage units are available for the teacher requesting coverage, refer to current procedure for sick, personal, or bereavement leave.
3. Ensure that no more than 21 coverage units are accumulated by any one teacher during a school year. A teacher may utilize his/her units and then accumulate up to 21 units again. Seven (7) Coverage units equals one day.
4. By June 1, if teachers request payment for coverage units, submit the names of those teachers to the district payroll office. Units not requested for payment will automatically be rolled over to the following school year.