

# *Ridgway Area School District*

## EXTRA TIME/DUTY REPORT

### **What is the Purpose of the Form?**

This form is used to report extra time reimbursable by contract to the professional staff.

### **Who Should File the Form?**

The employee performing the extra time or duty should complete the form and return to his/her principal.

### **When Should the Form be Filed?**

The form should be filed upon completion of the extra time/duty.

### **Special Notes:**

If an employee does not know the reason for the teacher's absence, please inform the Principal's Office when submitted.

Revised: October 2002

**RASD** RIDGWAY AREA SCHOOL DISTRICT **RASD**  
 EXTRA TIME/DUTY REPORT  
 DATES \_\_\_\_\_

CHECK TYPE OF DUTY	X	HOURS/TIME
HOMEBOUND STUDENTS NAME:		
IN SCHOOL SUSPENSION		
ALTERNATIVE ED		
INCARCERATED YOUTH		
HOMEWORK CLUB		
GED		
OTHER		

TOTAL HOURS \_\_\_\_\_

\_\_\_\_\_  
 BUILDING PRINCIPAL

Revised: October 2002

\_\_\_\_\_  
 EMPLOYEE SIGNATURE

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CHECK TYPE OF DUTY	X	HOURS/TIME
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TOTAL HOURS \_\_\_\_\_

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 EMPLOYEE SIGNATURE