

**Fort Gibson Public School District I-003**  
**Certified**

**Substitute Teachers' Monthly Report of Time Claimed**

Substitute's Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Date	Site	Teacher for whom I Substituted	Time Began	Time Ended	Principal's Signature

\_\_\_\_\_  
**Substitute's Signature**

1. This report is to be kept in the possession of the substitute teacher, who will present it for the principal's verification, at such site, for each day of substitute teaching during the pay period.
2. It is then to be signed by the teacher at the close of the pay period and submitted to the building secretary at which the substituting was done. It will be processed and submitted to the Payroll Department for the current pay period.
3. A new monthly report will need to be picked up by the substitute teacher for the next month's pay period.
4. Questions will be verified against regular employees' report of absence.
5. Payroll questions should be directed to Myra Cookson, 478-2474.
6. Please be sure to have a W-4 form and a copy of your teacher's certification on file in the payroll clerk's office. These two forms must be on file with the payroll clerk before you can be paid.

*Do Not Fill In - For Central Office Use Only*

Total Days Worked: \_\_\_\_\_ Daily Rate of Pay: \_\_\_\_\_