

Seventh / Eighth Period Teaching Authorization Form

Full-time LICENSED Employees Only

This form must be received in HR on or BEFORE the "Start Date"

School: _____ School Year: _____

Teacher's Name: _____ SS # _____ / _____ / _____

Class to be taught: _____ Hourly Rate \$ _____

Start Date: _____ Ending Date: _____

Please mark/check the appropriate box:

7th PERIOD Authorization <input type="checkbox"/> Full Year (.125) <input type="checkbox"/> 1 st Semester (.0625) <input type="checkbox"/> 2 nd Semester (.0625)

8th PERIOD Authorization <input type="checkbox"/> Full Year (.125) <input type="checkbox"/> 1 st Semester (.0625) <input type="checkbox"/> 2 nd Semester (.0625) <i>(8th periods are high school only)</i>

Identify the Charge Account: (Regular FTE, AP, Concurrent Enrollment, Trust Lands, etc.) _____

FUND	LOCATION	YR	PROGRAM	FUNCTION	OBJECT	FTE	Amount
				1016	131		

Instructions to teachers:

Seven Period Schedule: Teachers will be paid (1.0) hour pay for the extra period.

A/B Block Schedule: Teachers will be paid (2.0) hours pay for the extra period.

Your on-site time will increase by one (1) hour each day. The time can be adjusted on a daily basis by the principal with the teacher as is necessary to meet school and personal needs. You are expected to meet all other duties normally required of your assignment.

You will be authorized to continue teaching a seventh/eighth period(s) only as long as the need exists in the school, as assigned by the principal. If the enrollment needs in the school change, the principal is not required to continue a seventh/eighth period assignment.

If the authorization form is received in HR on or before **the 1st of the month**, your contract will be adjusted in Skyward. **(No timesheets need be submitted).**

Teacher's Signature Date

Principal's Signature Date

HR Licensed Administrator Signature Date

Administrator of Schools Signature Date