

# WAPPINGERS CENTRAL SCHOOL DISTRICT

## HOME TEACHING PAYROLL REPORT

**\$29.00/HR**  
**2010-2011**

**PROCEDURE:**

1. Please submit your forms on a weekly basis, by Friday, P.M. to the Office of Instruction. Note that payment can only be made if your signed form has been received at least one week prior to the payroll date.
2. Please be advised that this form will **NOT** be processed for payment if not completed correctly and completely; it will be returned. It is important to **obtain** all requested **signatures and to indicate** if the student was **present or absent**.
3. Home teacher's signature requested below attests to the actual amount of **instructional contact time**, which **must be rounded off to the nearest ¼ hour**. **Exact start and end times must be reported**. Travel time and preparation time are **not** to be included in calculations of instructional time. A **minimum of 10 minutes of travel time** must be taken into account when traveling between students, unless students are located in the same building.
4. Parents are asked to corroborate the exact amount of instructional time spent by co-signing this report. If teaching is conducted somewhere other than the student's home, (e.g., the public library), a responsible adult (such as the librarian) should sign in place of the parent.
5. Elementary students (grades 1-5) receive 5 hours/week; secondary students (grades 6-12) receive 10 hours/week of home teaching. Any changes must include administrative approval and a note of explanation.
6. If student misses his/her appointment once, without giving advanced notice, the home teacher must call prior to traveling to the student's home or place of instruction before each session to confirm the student's availability on that day/time. Failure to do so will result in no pay for the home instructor for that session. No shows and missed sessions will be compensated only at the rate of one half hour.
7. If school is not in session, the student is not entitled to home teaching on that day, except as noted on the student's I.E.P.
8. Forms submitted for payment more than 2 weeks after the end of the school year will not be processed for payment.

**HOME TEACHER'S NAME** \_\_\_\_\_ **LAST 6 DIGITS OF SS#** |\_|\_|\_|\_|\_|\_|

**STUDENT'S NAME** \_\_\_\_\_ **STUDENT'S SCHOOL** \_\_\_\_\_

**GRADE LEVEL** \_\_\_\_\_ **SUBJECT(S)** \_\_\_\_\_ **CLASSROOM TEACHER** \_\_\_\_\_

**LOCATION OF HOME TEACHING** \_\_\_\_\_

**\*\*ALL ENTRIES MUST BE LISTED IN CHRONOLOGICAL ORDER\*\***

DATE	START TIME	END TIME	HOURS TAUGHT (ROUNDED TO NEAREST ¼ HR)	SIGNATURE OF PARENT (Or Responsible Adult)	Present/Absent
		<b>TOTAL HOURS:</b>			

SIGNATURE OF HOME TEACHER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PRINCIPAL (or SPECIAL ED. ADMINISTRATOR, if Classified) \_\_\_\_\_ DATE \_\_\_\_\_

EXTENDED INSTRUCTION EXPLANATION (if applicable): \_\_\_\_\_

SIGNATURE OF ASST SUPERINTENDENT OF ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF INTERNAL AUDITOR \_\_\_\_\_ DATE \_\_\_\_\_