

**PAYROLL REQUEST NWR EDUCATIONAL ASSISTANTS**

Compensation of \$45 per day will be paid to an educational assistant who covers a class for a teacher. A school day is defined at six (6) periods or 4.5 hours. Record keeping will be the responsibility of the educational assistant.

Check one: Middle School ( M ) High School ( H )

DATE	CLASS	PERIOD	M	H	PRINT TEACHER'S NAME	TEACHER'S INITIALS	REASON FOR ABSENCE

**FOR LONG PERIODS:**

DATE	CLASS	TIME IN	TIME OUT	H or M	PRINT TEACHER'S NAME	TEACHER'S INITIALS	REASON FOR ABSENCE

\_\_\_\_\_  
 Signature of Educational Assistant

\_\_\_\_\_  
 Printed Name of Educational Assistant

\_\_\_\_\_  
 Steven Carvalho,  
 Supervisor of Special Education

PLEASE SUBMIT THIS FORM TO SHARED SERVICES AFTER IT HAS BEEN SIGNED BY THE SUPERVISOR OF SPECIAL EDUCATION. PLEASE SUBMIT ON A REGULAR BASIS. DO NOT ACCUMULATE.

For Office Use: PAY B = \_\_\_\_\_ Pay Date: \_\_\_\_\_