

HOME INSTRUCTION
PAYROLL REPORT

INSTRUCTIONS

This form should be completed by the teacher who provides the home instruction. A separate form must be used for each student receiving home instruction. After completion, the forms must be submitted to the building principal for approval and then forwarded to the Assistant Superintendent for Instruction. Please note the teaching time per student: **Grades 1 through 6 - one hour per day**; and **Grades 7 through 12 - two hours per day**. Instruction may not be given on any day that school is not in session unless it is to make-up a day missed in the same period, and approved in advance.

STUDENT NAME: _____ (List additional students on attached sheet.)

ADDRESS _____

SCHOOL _____ **SUBJECT** _____

DATE	TIMES	TOTAL HOURS	DATE	TIMES	TOTAL HOURS
____/____/____	_____	_____	____/____/____	_____	_____
____/____/____	_____	_____	____/____/____	_____	_____
____/____/____	_____	_____	____/____/____	_____	_____
____/____/____	_____	_____	____/____/____	_____	_____
____/____/____	_____	_____	____/____/____	_____	_____

Total Hours (single student): _____ @ **\$23.00 per hour** = \$ _____

Total Hours (multiple students/same subject): _____ @ **\$26.00 per hour** = \$ _____

Total Hours (multiple students/different subjects): _____ @ **\$30.00 per hour** = \$ _____

Teacher's Name _____

Address _____

Signature _____ Phone _____

Social Security # _____ Retirement # _____

Dates/Times Verified:

Date: _____

Date: _____

Approve for Payment: _____

Principal

Assistant Superintendent for Instruction

Additional Students

STUDENT NAME _____

ADDRESS _____

SCHOOL _____ **SUBJECT** _____

STUDENT NAME _____

ADDRESS _____

SCHOOL _____ **SUBJECT** _____

STUDENT NAME _____

ADDRESS _____

SCHOOL _____ **SUBJECT** _____

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