

## CLASS SIZE LOG 2024-2025 OVERAGE FORM

When overage occurs please immediately notify the administration of such by providing a copy of this claim form

Semester	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	Salary	Employee ID#
School	_____			Check One: Regent/Honors <input type="checkbox"/>
Full Name	_____			Basic <input type="checkbox"/>
Home Address	_____			Name of Course _____
	Zip Code	_____		
Home Phone Number	_____			Grade _____
	_____			Special Ed Option _____

**If overage was not for full day**, you must either complete (1) or (2) below.

Number one (1) below applies to teachers who teach **only** 7-12 grade students.

1) Overage is for \_\_\_\_\_ out of \_\_\_\_\_ total teaching periods per day.

Number two (2) below applies to teachers with elementary or mixed elementary-secondary schedules.

(2) Overage is for \_\_\_\_\_ minutes out of \_\_\_\_\_ total teaching minutes per day.

TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS OVERAGE IS CORRECT.

Signature _____	Date _____	Principal's Signature _____	Date _____
Date submitted to principal _____		Principal's signature verifies registration numbers only *	

\*\*Please enter the number of students' enrolled using **registration/roster, not attendance**, for **all** days listed below.

As the grid is based upon 1/200<sup>th</sup> payment, **do not omit holidays or breaks if overage exists the day before the holiday.**

3-Sep		29-Oct		26-Dec		3-Mar		2-May	
4-Sep		30-Oct		1-Jan		4-Mar		5-May	
5-Sep		31-Oct		2-Jan		5-Mar		6-May	
6-Sep		1-Nov		3-Jan		6-Mar		7-May	
9-Sep		4-Nov		6-Jan		7-Mar		8-May	
10-Sep		5-Nov		7-Jan		10-Mar		9-May	
11-Sep		6-Nov		8-Jan		11-Mar		12-May	
12-Sep		7-Nov		9-Jan		12-Mar		13-May	
13-Sep		8-Nov		10-Jan		13-Mar		14-May	
16-Sep		11-Nov		13-Jan		14-Mar		15-May	
17-Sep		12-Nov		14-Jan		17-Mar		16-May	
18-Sep		13-Nov		15-Jan		18-Mar		19-May	
19-Sep		14-Nov		16-Jan		19-Mar		20-May	
20-Sep		15-Nov		17-Jan		20-Mar		21-May	
23-Sep		18-Nov		20-Jan		21-Mar		22-May	
24-Sep		19-Nov		21-Jan		24-Mar		23-May	
25-Sep		20-Nov		22-Jan		25-Mar		26-May	
26-Sep		21-Nov		23-Jan		26-Mar		27-May	
27-Sep		22-Nov		24-Jan		27-Mar		28-May	
30-Sep		25-Nov		27-Jan		28-Mar		29-May	
1-Oct		26-Nov		28-Jan		31-Mar		30-May	
2-Oct		27-Nov		29-Jan		1-Apr		2-Jun	
3-Oct		28-Nov		30-Jan		2-Apr		3-Jun	
4-Oct		29-Nov		31-Jan		3-Apr		4-Jun	
7-Oct		2-Dec		3-Feb		4-Apr		5-Jun	
8-Oct		3-Dec		4-Feb		7-Apr		6-Jun	
9-Oct		4-Dec		5-Feb		8-Apr		9-Jun	
10-Oct		5-Dec		6-Feb		9-Apr		10-Jun	
11-Oct		6-Dec		7-Feb		10-Apr		11-Jun	
14-Oct		9-Dec		10-Feb		11-Apr		12-Jun	
15-Oct		10-Dec		11-Feb		18-Apr		13-Jun	
16-Oct		11-Dec		12-Feb		21-Apr		16-Jun	
17-Oct		12-Dec		13-Feb		22-Apr		17-Jun	
18-Oct		13-Dec		14-Feb		23-Apr		18-Jun	
21-Oct		16-Dec		17-Feb		24-Apr		19-Jun	
22-Oct		17-Dec		24-Feb		25-Apr		20-Jun	
23-Oct		18-Dec		25-Feb		28-Apr		23-Jun	
24-Oct		19-Dec		26-Feb		29-Apr		24-Jun	
25-Oct		20-Dec		27-Feb		30-Apr		25-Jun	
28-Oct		25-Dec		28-Feb		1-May		26-Jun	

Teaching Schedule – List all Periods, Course Names, Course Codes and Special Education Designation.

Period	A Day	B Day	C Day	D Day	E Day	F Day

\*If principal declines to sign, principal should indicate on reverse side the reasons for the same.

OVER

**INFINITE CAMPUS ATTENDANCE REGISTER MUST BE SUBMITTED. WHEN USING INFINITE CAMPUS, PLEASE CHECK ENROLLMENT DATA AS STUDENTS WHO EXIT DURING THE MONTH MAY BE DROPPED. IF THIS OCCURS, STUDENTS ARE INCORRECTLY OMITTED. DATA FOR STUDENTS MISSING FROM THE REPORT MAY BE ADDED. IF INFINITE CAMPUS IS NOT AVAILABLE, PLEASE ATTACH ENROLLMENT RECORDS THAT INDICATE STUDENT ENTRY DATE, DAILY ATTENDANCE AND EXIT DATE.**

**NO LARGER THAN 8 ½ x 14**

Article IX Class Size Overages:

Students that are registered but have yet to attend will not be counted in the teacher's overage claim prior to BEDs day. After BEDs day, any student that appears on the teacher's class list (registered) will count towards the teacher's overage claim. Once a student is removed from the class list and no longer registered for that class, they will not count towards a teacher's overage claim.

The Contract formula (Appendix H):

Annual Salary divided by 200, divided by maximum number of students, multiplied by the number of students in excess of maximum, multiplied by number of applicable service days the excess exists.

**Teachers are encouraged to submit their overage at the conclusion of each semester.**

**Complete information on the reverse side, and return to the BTF Office.**

**Suggested Semi-Annual Submission.**

<b>Semester</b>	<b>Closing Date for Semester</b>	<b>Suggested Submission Date</b>
<b>1<sup>st</sup></b>	<b>January 24, 2024</b>	<b>March 3, 2025</b>
<b>2<sup>nd</sup></b>	<b>June 26, 2024</b>	<b>July 28, 2025</b>

Principal's reason for denial/refusal to sign:

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Principal's signature

Date