

CLASS SIZE LOG 2025-2026 OVERAGE FORM

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

Semester

☐ 1st

☐ 2nd

SalaryEmployee ID#

SchoolCheck One:Regent/Honors☐

Full NameBasic☐

Home AddressName of Course

Zip CodeGrade

Home Phone NumberSpecial 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

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 1/200th payment, **do not omit holidays or breaks if overage exists the day before the holiday.**

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

*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.

ATTENTION: Complete information on the reverse side and retain a copy for your own records. Please provide a copy to the BTF office, where that same copy will then be sent to BPS Wage and Salary Department. The BTF office will not retain a copy of the overage form or attendance registers.

Suggested Semi-Annual Submission.

| Semester | Closing Date for Semester | Suggested Submission Date |
|-----------------|---------------------------|---------------------------|
| 1 st | January 23, 2026 | March 5, 2026 |
| 2 nd | June 26, 2026 | July 24, 2026 |

Principal’s reason for denial/refusal to sign:

Principal’s signature

Date