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PORTA COMMUNITIY UNIT SCHOOL DISTRICT #202  
FORFEITURE OF PLANNING PERIOD REIMBURSEMENT FORM

Name of Teacher \_\_\_\_\_ Teacher Substituted for \_\_\_\_\_

Period Forfeited \_\_\_\_\_ Date \_\_\_\_\_

Reason for Forfeiture \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Principal's Signature \_\_\_\_\_

A monetary compensation of 1/5 of the current substitute pay per class period will be given to any teacher who uses his/her planning period to fill in for another teacher. To receive this compensation, the teacher must submit the proper form by Friday P.M. of the week the planning period was forfeited. These will be paid twice a year, December 15<sup>th</sup> and June 15<sup>th</sup>.