



## Secondary Class Size Overage Record

[NOTE: This report must be completed within 10 school days of the end of each trimester]

Teacher Name \_\_\_\_\_ School \_\_\_\_\_

Hour/Class/Grade \_\_\_\_\_ (Secondary must complete a separate form for each period)

# of Students Enrolled \_\_\_\_\_

# of Students Over Class Size Limit \_\_\_\_\_ (See Overage criteria below)

*(For Middle/High School, overage does not apply within first 7 school days of each trimester)*

First Date Overage Occurred \_\_\_\_\_

Final Date of Overage \_\_\_\_\_

Total Days of Overage \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_  
(Verifying accuracy of Class Enrollment)

### Overage Criteria

*NOTE: Overage stipends do not apply to band, choir, P.E, team/co-taught classes and classes where independent study students would create the overage)*

**Middle School**

More than 30 students

**High School**

More than 30 students

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### **FOR PAYROLL OFFICE USE ONLY**

Reimbursement Rate: Middle & High School \$ 2.50 per student per day

Payment: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of student overage) (# of days of overage) (rate) (Payment for Trimester)