# FINANCIAL AFFAIRS - PAYROLL
# DEPARTMENT OF EDUCATION

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**JUDITH T. WON PAT, Ed.D**
Superintendent of Education


## DAILY SUBSTITUTE TEACHER REPORT

**Name of Substitute:** _____

**SCHOOL:** _____ **LOCATION CODE:**_____

**PAY PERIOD ENDING:** _____

This report is to be completed daily and submitted to the Payroll Section at the end of each pay period. The teacher's leave form and substitute's time sheet must be attached to this form.

| Date | Teacher | Type of Leave |
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**Prepared by:** _____ **Date:** _____

**I hereby certify that this Substitute Teacher Report is true, accurate, and correct.**

**Administrator:** _____ **Date:** _____