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PORTA COMMUNITY 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 15th and June 15th.