

VALLEY VIEW ISD TEXBESS SUBSTITUTE PAYROLL FORM

Substitutes may be paid with BTI (Beginning Teacher Induction) Grant Funds when:

- 1 A substitute is hired to cover the class of a first year teacher to the teaching profession who will be conducting classroom observation for the purpose of professional growth; or
- 2 when a Mentor assists his/her mentee in their classroom by modeling or providing classroom guidance in delivery of instruction.

Name of Mentee/Mentor: _____ Campus and Assignment: _____

Describe the reason a substitute was hired:

Print Mentor Name _____ Date _____

Mentor Signature _____ Date _____

Print Mentee Name _____ Date _____

Mentee Signature _____ Date _____

Name of Substitute _____ Date Substituted _____

Time substitution: 1/2 day _____ Full Day _____ Other _____

Principal's Signature _____ Date _____

Personnel Director Signature _____ Date _____

Attach a copy of the substitute report to the TEXBESS Substitute Payroll Form and turn in to the Personnel Department.

FOR PERSONNEL OFFICE USE ONLY

Payment amount _____ Acct No. _____

Date submitted for payment _____ Sect. Signature _____

xc: payroll dept.

August 8, 2008
personnel dept.