



Your Future... Our Priority

OCCASIONAL TEACHER EMERGENCY RECORD

NAME: _____

SCHOOL YEAR: _____

Emergency Teacher Replacement Duty is defined as an unforeseen circumstance arising during the day where a teacher is required to perform the duties of another teacher. If during your assignment you are required to complete an Emergency Teacher Replacement Duty you will only be required to complete a total of 4 FULL 75 MINUTE PERIODS.

To track your duties you are required to carry the Occasional Teacher Emergency Record card. If you are required to complete an Emergency Teacher Replacement Duty please fill in the information below. Once you have completed 4 FULL 75 MINUTE PERIODS you can present this card when asked to do any additional Emergency Teacher Replacement Duties. You will also need to make a copy of this card once completed (retain your original) and fax to Human Resources (705) 737-6996.

<u>School</u>	<u>Date</u>	<u>Assignment</u>	<u>Administrator Signature</u>