

**ADELANTO ELEMENTARY SCHOOL DISTRICT  
CERTIFICATED CONTRACT EXTRA STUDENTS/HOURS**

FULL NAME: \_\_\_\_\_

LAST 4 DIGIT OF SSN: \_\_\_\_\_

SCHOOL SITE: \_\_\_\_\_

PAY PERIOD DATES: \_\_\_\_\_

DATE	REASON or DESCRIPTION	FUNDING SOURCE	JOB NUMBER	THIS SECTION FOR EXTRA STUDENT COVERAGE ONLY				NUMBER OF HOURS TO PAY (In Qtr. Hr. Increments)
				SUBSTITUTED FOR:	PORTION OF CLASS 1/4,1/3,1/2, or Full(F)	PORTION OF DAY or # OF *PERIODS	PERCENT OF DAY TO PAY (.25,.3334,.5,1)	

\* If Prep Period write (PP) & .20 under "Percent to Pay". Non Prep Period will be .1429 under "Percent to Pay".  
**SEE BACK SIDE FOR MORE TIME IF CHECKED:** \_\_\_\_\_

SIDE 1 TOTALS:		
SIDE 2 TOTALS:		
TOTAL ALL:		

**DISTRICT OFFICE USE ONLY:**

FUNDING	# OF DAYS	# OF HOURS	RATE	TOTAL

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE DATE

\_\_\_\_\_  
SITE ADMINISTRATOR'S SIGNATURE DATE

\_\_\_\_\_  
DISTRICT ADMINISTRATOR'S SIGNATURE DATE

**SIDE 2**

FULL NAME: \_\_\_\_\_

WORK SITE: \_\_\_\_\_

DATE	REASON or DESCRIPTION	FUNDING SOURCE	JOB NUMBER	THIS SECTION FOR EXTRA STUDENT COVERAGE ONLY				NUMBER OF HOURS TO PAY (In Qtr. Hr. Increments)
				SUBSTITUED FOR:	PORTION OF CLASS (1/4,1/3,1/2, or Full)	PORTION OF DAY or # OF *PERIODS	PERCENT OF DAY TO PAY (.25,.3334,.5,1)	
<b>SIDE 2 TOTALS:</b>								