SUBSTITUTE TEACHER Allowance

(Rev. 3/21/21)

Texas Conference Office of Education

Please Type or Print information:

LEGAL NAME: _____ PHONE: _____

First Middle Last

ADDRESS: _____

Street City State Zip Code

SIGNATURE: _____ DATE: _____

Substituted for (use a form per teacher): Grade Level: Elementary _____ Academy _____

Teacher (Legal name): _____ **Conference FT [ ]** **Locally FT [ ]**

School: _____

Reason for absence of regular teacher: _____

Dates Substituted: _____ Total of Days Substituted: _____

At: [ ] $70 per day for 2-year degree or not degree For a total of $ _____

[ ] $90 per day with a bachelor degree or higher For a total of $ _____

[ ] $140 per day for long-term substitute teacher (over five days) For a total of $ _____

Approved by: _____ Date: _____

Principal or School Board Chairman

Conference assistance is generally provided only when the regular teacher is out of school due to their own illness, death in immediate family or at the request of the Texas Conference Office of Education.

Submit your report through the payroll portal at https://payroll.txsda.org/. For questions, please contact SharonDickerson@txsda.org for Conference Funded Teachers or IraisOrtiz@txsda.org for Locally Funded Teachers.

(The following is for Office of Education use only)

Charge to:

Teacher: $ _____

School: $ _____

Conference: $ _____

Total Allowances $ _____

_____ Approved by Superintendent of Schools

_____ Approved by Payroll Director