



HIGHLAND FALLS-FORT MONTGOMERY

CENTRAL SCHOOL DISTRICT

PO Box 287

Highland Falls, NY 10928

(845) 446-9575

**PAYROLL CLAIM FORM
CERTIFIED TEACHER HOME TUTORING SERVICES**

Employee: _____

School: _____

Address: _____

Pay Rate: Yr 1 \$51.03 / Yr 3 \$ 56.55

NAME OF TUTORED STUDENT(S)			
PLACE OF INSTRUCTION			
GRADE LEVEL(S)			
DATE	SUBJECT	TIME PERIOD	NUMBER OF HOURS
TOTAL HOURS			

If student is a NO SHOW please notate in Subject Area
No shows are compensated 1/2 hour for virtual instruction and 1 hour for in person instruction
If tutoring multiple students during same time period only submit ONE form for the time period.

Approval of Supervisor /Date

Requester Signature /Date

Approval of Asst. Supt. for Business /Date

For Business Office Use Only:

Units

Pay Rate

Amount

Notes