

**PAYROLL CERTIFICATION SHEET
504 PLANS INSTRUCTIONAL SERVICES 2019-2020**

504 Instructor: _____

Date: _____

Name of Student: _____

School/Grade: _____

DATE	START TIME	END TIME	TOTAL HOURS

TOTAL HOURS: _____
@ \$58.92/hour

****Guided Learning Experience - For every hour of 504 instruction, please assign one hour of homework to be completed prior to your next session (provided that the student is physically able).***

Parent Signature

ACCOUNT TO CHARGE: **11-150-100-101-00-14**

I hereby certify that these are the correct hours of 504 instruction, during which I have instructed this student. These hours do not include prep time (504 instructor).

NOTICE:
Time worked 1st through 15th will be paid on 30th of month.
Time worked 16th through 31st will be paid on the 15th of the month.

All staff members are able to participate in a tax shelter savings plan. Contributions to these investment programs are strictly voluntary through payroll deductions, with no contribution from the school district. Contact the Business Office at ext. 1024 if you are interested in participating in the plan.

504 Instructor Signature

Dr. Terry Charlton,
Director of Human Resources

**** Please return this form weekly to Dr. Terry Charlton, Slaybaugh Primary District Office**