



JR/SR HIGH SCHOOL CLASSROOM TEACHERS
 MONTHLY CLASS SIZE PAYROLL CHANGE FORM

Instructions: Staff, please complete and have your building administrator authorize your payroll change for EACH month you have student attendance in a class period which exceeds the maximum limit per the MEA Collective Bargaining Agreement. You will need to indicate which period the overage occurred and the student enrollment number/limit for proper compensation. **This form must be completed and returned to the payroll office by the close of business on the 5th of each month for the prior month's overage.**

Certificated Staff Member: _____

Overage Month: _____

Period/Assignment	Student Enrollment No.	Limit	Students Over
1			
2			
3			
4			
5			
6			

An employee stipend of \$35.00 for each student over the class size limit per period/per month will be processed upon meeting the criteria as per the MEA Collective Bargaining Agreement.

 Employee Signature

 Date

 Building Administrator Signature

 Date

 Superintendent Signature

 Date