Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

MCPS Form 430-10S
August 2023

MONTGOMERY COUNTY PUBLIC SCHOOLS Maryland

CLEAR FORM

Class Coverage Authorization—Paraeducators & Support Staff

Office of Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

DIRECTIONS: Coverage for continuity of instruction by paraeducators and qualified support staff must be authorized by the principal or supervising administrator before it is completed. Staff who cover should submit this form weekly. Authorization to complete coverage should be attached. Frequently asked questions about support staff coverage are found here.

School Name -- Choose One -- **Pay period** ____/____/_____– ____/____/_____

Educator Name _____ **Employee ID**_____**Job**_____

Name of Coverage Authorizer _____

Coverage Notes_____

_____

_____

FRACTION OF HOUR
Report fraction of an hour of time worked:

MINUTES WORKED	REPORT TENTHS
0 – 05	0
6 – 11	1
12 – 17	2
18 – 23	3
24 – 29	4
30 – 35	5
36 – 41	6
42 – 47	7
48 – 53	8
54 – 59	9

Date	Time/Period	Teacher Name/Class Coverage Details	Type of Coverage	Total Hours*
			Total Hours for the week	0

Staff Signature_____ **Date** ____/____/_____

Supervisor Signature _____ **Date** ____/____/_____

** No less than one hour of coverage should be reported daily. The first 45 minute block of coverage shall be reported as one hour of coverage. After the first hour of cover, the premium will be paid in 1/10th of an hour increments.*