

MONTGOMERY COUNTY PUBLIC SCHOOLS

Class Coverage Authorization—Teachers

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

DIRECTIONS: Coverage for classroom instruction, IEP & 504 meetings should be authorized by the principal or supervising administrator before it is completed. Educators are limited to coverage pay for no more than two hours on any given day and no more than five hours a week. Educators should submit this form weekly. Authorization to complete coverage should be attached to this form. Frequently asked questions about teacher coverage are found [here](#).

School Name _____ Pay period ____/____/____ - ____/____/____

Educator Name _____ Employee ID _____ Job Description _____

Name of Coverage Authorizer (principal/supervisor) _____

Any Additional Coverage Notes _____

Date	Time/Period	Absent Educator Information	Type of Coverage	Total Hours
			<input type="checkbox"/> Class Coverage <input type="checkbox"/> IEP Meeting <input type="checkbox"/> 504 Meeting	
			<input type="checkbox"/> Class Coverage <input type="checkbox"/> IEP Meeting <input type="checkbox"/> 504 Meeting	
			<input type="checkbox"/> Class Coverage <input type="checkbox"/> IEP Meeting <input type="checkbox"/> 504 Meeting	
			<input type="checkbox"/> Class Coverage <input type="checkbox"/> IEP Meeting <input type="checkbox"/> 504 Meeting	
			<input type="checkbox"/> Class Coverage <input type="checkbox"/> IEP Meeting <input type="checkbox"/> 504 Meeting	
Total Hours for the week				

Educator Signature _____ Date ____/____/____

Supervisor Signature _____ Date ____/____/____