Holgate Local Schools

Holgate High/Middle School
Mr. Spencer Root, Principal
801 East Joe E. Brown Avenue
Holgate, Ohio 43527
Ph: 419.264.2521

Mrs. Kelly Meyers, Superintendent
Kent Seemann, Treasurer
801 East Joe E. Brown Avenue
Holgate, Ohio 43527
Ph: 419.264.5141
FAX: 419.264.1965

Holgate Elementary School
Ms. Laura Young, Principal
801 East Joe E. Brown Avenue
Holgate, Ohio 43527
Ph: 419.264.5231

SUBSTITUTE PAYROLL FORM

Substitute's Name: _____

Address: _____

_____

Phone Number: _____ TEACHER PARAPROFESSIONAL
Select One

Cell Number: _____

Classroom Location: High School/Middle School Elementary
Select One

Are you retired from STRS or SERS? _____

Please complete one form per staff position.
Return this completed form to office.

Name of Regular Employee	Date	Half Day	Full Day	Comments/Notes

I certify that the times stated above are accurate and truly reflects my work schedule.

_____ _____
Substitute Signature Date School District Representative Date

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FISCAL OFFICE USE ONLY

Total Days _____ X Rate _____= Amount: $_____

ATDSCN: _____ UPDCAL: _____

Revised 3/15/17