British Columbia Conference - Office of Education

For OE use only

SUBSTITUTE TEACHER REPORT

- The teacher is <u>not allowed in the classroom</u> (and will not be paid) without a Criminal Record Check clearance being on file at the Office of Education.

- An employee cannot be paid unless ALL REQUIRED DOCUMENTATION has been sent to Payroll.

School _____

Teacher _____

Reason for absence _____

NOTE:	If teacher is to pay for these days **<u>they must sign</u>** in this box authorizing charge to be deducted from their pay. **The charge will be 1/200th of their individual yearly salary.**

teacher's signature - authorizing deduction from salary

Name of substitute _____

Address of substitute _____

street city pc

Qualifications ☐ BC teaching certificate ☐ bachelor's degree ☐ no academic qualifications

Date(s) substituted _____ **Total # of days** _____

(Dates for each pay period need to be on separate forms.) (whole days or half days ONLY)

_____

signature of substitute signature of principal

COPY TO BE GIVEN TO SUBSTITUTE TEACHER

FOR OFFICE OF EDUCATION USE ONLY

TEACHER'S SALARY		# days	total salary
$275.00	BC teaching certificate		
$240.00	bachelor's degree		
$187.00	no academic qualifications		
CHARGE			
SCHOOL	salary 811122.1211		
TEACHER	salary 811122.1211		
OTHER	salary 811122.1211		
CONFERENCE/Regular	(sub teacher) 811122.1211		
CONFERENCE/Sp. Circumstance (100% OE)	(sub teacher) 811122.1211		

Pay Period End Date _____ # of hours _____

Approved by _____ _____

Office of Education Date

Revised September 2026