

Electronic Fill-In Coverage - FAQ

Tips and Guidelines for the Fill-In Teacher when completing this form:

- * The Licensed Employee enters the time off in SAM and registers the Job Number.
- * The Licensed Employee notifies the office personnel (School Campus User) of the job number and the Fill-In Teacher's full name.
- * The Fill-In Form is started by the School Campus User, the form is submitted.
- * Then the form will be electronically delivered by email to the Fill-In Teacher.
- * The Fill-In teacher will select the Link directly from the email and the form will open.

The message to the Fill-In Teacher


Inbox

Dear Fill-in Teacher,

An Electronic Teacher Fill-in Coverage Form has been routed to you to complete and sign for payment. Please click the link below to open the form:

[Electronic Teacher Fill-in Coverage Form](#)

Thanks, Substitute Office



The screenshot shows an email notification window titled "Electronic Teacher Fill-in Coverage Form". The content includes the following text:

Organization: St. Vrain Valley School District
Assigned To: User - cooper_leann
[Remove Applicants or Employees](#)

St. Vrain Valley School District

Thank you for taking the time to help us with this form.
You only have to complete one page.

If you have any trouble completing or submitting the form, [Request Technical Help](#).

Click the "Continue" button below to begin.

At the bottom of the window is a button labeled "OK, Continue".

The form link will open - Select OK

Electronic Teacher Fill-in Coverage Form

Organization: **St. Vrain Valley School District**
Assigned To: User - cooper_leann
Warning: You are not the assigned user for this stage.
[Show History](#)

Please answer the questions below.

ABSENT TEACHER MUST REPORT THEIR ABSENCE IN SAM

* School:	Alpine ES
* Absent Teacher Name	LeAnn Cooper
* Date Of Absence	12/08/2020
* SAM Job#	430368741

Teacher Fill-in Coverage is when a principal assigns or approves the use of a fellow teacher to cover a classroom because it is not possible, feasible or practical to provide a substitute teacher. The District compensates the Fill-in Teachers who provide support to these classrooms in the following situations:

- If a Fill-in Teacher uses their lunch and/or plan period.
- If a Fill-in Teacher takes additional students into their classroom.

The rate of pay shall be as follows and any additional minutes will follow the same payment breakdown: 15-35 Minutes: \$15.00 36-60 Minutes: \$30.00 61-90 Minutes: \$45.00

PLEASE NOTE: A FILL-IN TEACHER IS ONLY ELIGIBLE TO GET PAID FOR THE ACTUAL TIME THE EXTRA STUDENTS ARE UNDER YOUR INSTRUCTION. EXTRA STUDENTS' TIME SPENT IN RECESS, BREAKS, LUNCH AND/OR SPECIALS CANNOT BE INCLUDED FOR PAYMENT.

* Fill-in Teacher Name

* Fill-in Teacher ID#

* Minutes Worked - ONLY INCLUDE EXACT INSTRUCTIONAL MINUTES WITH EXTRA STUDENTS

* Select Approver by School

* Fill-in Teacher Signature

- The top of the form includes the information about the fill-in job.

IMPORTANT: Please note - A Fill-in Teacher is only eligible to be paid for the actual time the extra students are under his/her direct instructions. Extra students time spent in recess, breaks, lunch and /or specials cannot be included for payment.

The Fill-In Teacher has 4 questions to answer.

1. Name
2. Employee ID #
3. Minutes with students
4. Select your school from drop down

- * Electronically sign the form.
- * Select the Submit Form button and the form is sent electronically to the school's principal for approval.