



Wild Rose Public Schools
Substitute Teacher Timesheet

 Last Name

 First Name

 School

 Month/Year

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Regular FTE Assignment per day*	Day	AM FTE (0.00)	PM FTE (0.00)	Total FTE per day*	Staff Member Replaced	Substitute Teacher Signature	Notes
Total FTE Days					** Total FTE for one day cannot exceed 1.00		

 Principal Signature

 Date

* For **part-time teachers**, please enter the regular FTE assignment for each day **and** the FTE assignment as a substitute for each day.

These timesheets must be in Division Office **on the last teaching day of the month**.
 Forms may be faxed to 403-845-4287 with originals to follow by school courier.