Northeastern Catholic District School Board

11 Kirkland Street
KIRKLAND LAKE ON P2N 2G1

Telephone: (705) 567-3327
Fax: (705) 568-8005

Teacher In Charge

NAME OF TEACHER IN CHARGE: _____

SCHOOL: _____

PERIOD: MM/DD/YYYY TO: MM/DD/YYYY

DATE	REASON FOR REPLACEMENT	NUMBER OF DAYS

SIGNATURES:

_____ TEACHER IN CHARGE

_____ PRINCIPAL

_____ SUPERINTENDENT OF EDUCATION

NOTES:

- Fill out a separate form for each Teacher In Charge and send the completed forms to the **SUPERINTENDENT OF EDUCATION at the Timmins point of service** by December 15th and June 30th respectively.
- Reimbursement will be in accordance with the OECTA Collective Agreement.
- Please forward the completed forms after all signatures have been added to **PAYROLL at the Kirkland Lake point of service.**

Revised May 03 dd Pink