RANDOLPH COUNTY SCHOOLS
TEACHER-PUPIL RATIO IN EXCESS OF 25 GRADES 4-6
(To be completed on blue paper)

- **Write the dates in which you have more than 25 students and school is in session.**
- **Write the total amount of the instructional day in minutes when you have more than 25 students.**
- **PE or Music total number of minutes the teacher has the student in class.**
- **Write the number of students enrolled in excess of 25 for EACH date.**
- **Total the number of days, minutes per day, and number of students in excess.**
- **Teacher and Principal MUST sign and date the form.**
- **At the end of the school month (not calendar month) send the form to the Superintendent for signature.**

Employee Name	Employee ID Number	Grade	Location	School Year

	DATE with more than 25 students	Instructional Minutes per Day with Excess Students	Number of Students Enrolled in Excess of 25
TOTAL			

To be completed by the Finance Department

Teacher's Daily Rate: _____

Grades 4-6 (x1/25): _____

1/25 ÷ 480 minutes: _____

Amount Due: _____

Teacher Signature: _____ **Date** _____

Principal's Signature: _____ **Date** _____

Superintendent's Signature: _____ **Date** _____