

Request for Teacher Aide Due to Enrollment Exceeding Maximum Class Size

On _____ the enrollment in the grade _____ classroom of
(Date)
_____ increased from _____ to _____ students.
(Name of Teacher)

This is _____ more than the negotiated _____ maximum. Please approve _____ hour(s) of teacher aide assistance as soon as possible.

Principal

Approved:

School Date

Executive Director

* * * * *

Name of person to be assigned to this classroom: _____ /I.D. _____

Date to be assigned: _____

Presently employed? Yes No Position _____

Newly employed?
(Memo, W-4, and additional information sheet attached to personnel copy) Yes No
Background check/I-9: Employee must contact security for appointment.

Total hours assigned as overload aide (including hours requested herein): _____

* * * * *

Hours worked on the above assignment must be indicated on the regular hourly time sheet. Include the name of the individual, social security number, hourly rate (Level 1, Step 1, on auxiliary salary schedule 'MI'), hours worked, and account number **(1000.27.5330)**.

The overload aide should be informed of the temporary nature of the assignment, the hourly rate of pay, and the discontinuance of such service, when appropriate.

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Guidelines to determine eligibility for teacher aide assistance:

Grade Level	Maximum Class Size	Amount of Teacher Aide Assistance Per Weighted Student Count
K-3 3-4	25	One-half hour per day for each one-half student beyond 25; one hour per day for each student beyond 25.
4-6	28	One-half hour per day for each one-half student beyond 28; one hour per day for each student beyond 28.

Teacher approval is required before more than one student beyond maximum class size may be added to a classroom.

Combination

K-3	24	One-half hour per day for each one-half student beyond 24; one hour per day for each student beyond 24; with teacher approval required for any additional students beyond maximum.
4-6	27	One-half hour per day for each one-half student beyond 27; one hour per day for each student beyond 27; with teacher approval required for any additional students beyond maximum.