

Excess Students Instructions and Worksheet

Middle and High School

2024-2025 School Year

Please use the following information to fill out the **Class Size Student Excess Record Worksheet**. **The worksheet must be attached to the Excess Student Timesheet**. The Class Size Student Excess Record Worksheet and the Excess Student Timesheet can be found in the Staff Portal/Downloadable Documents/Human Resources. **The timesheet must be printed on green paper**. No digital copies will be accepted.

Note: All timesheets must be sent to Human Resources for approval by the **second (2nd) business day** of each month. **Building #4, along with the corresponding Class Size Student Excess Record Worksheet and Class Size report*. (See directions below to access report).** Please do not hold timesheets. Timesheets submitted late, incomplete, incorrectly, and/or without the applicable Class Size Student Excess Record Worksheet and/or Class Size report will result in late payment. Human Resources will verify timesheets and forward to Payroll.

Directions:

- Fill out the top portion of the Worksheet completely **for all periods**, including **Course Numbers**, **Course Name**, and checking the appropriate box for prep period or 1/6th.
- Students are to be counted by period/day. That number is to be placed in each period column. Complete data **ONLY** for the periods which you have excess students.
- If a student has never shown up for the period, he/she is NOT to be counted in attendance. Once the student has checked in for the school year, the student is counted as part of the total each day even if subsequent absences occur.
- If a teacher is out sick, PN, etc., that teacher may still count Excess Students on that day (unless they are on a Leave of Absence, Off-work Order, etc.).
- The following ratios are to be used:

○ 6-12 Basic/Advanced, ELD, SEI, Sheltered	30:1
○ Study Skills	35:1
○ 6-12 Academic	35:1
○ SDC/RSP	15:1 (5-period day)
○ SDC/RSP	18:1 (4-period day)
○ Maximum caseload - 6-12	175
○ Continuation maximum	26/110
○ Digital/Online Courses (Gen. Ed only)	40:1
- **DO NOT** include Peer Tutors or Teacher Assistants.
- **PLEASE ATTACH** your Class Size report. Failure to do so may cause payment to be delayed. ***To find the Class Size report, log into Q, click on the Menu (top left-hand side), click on Schedule, then Reports. Go to the folder titled Schedule and select Class Size.**
- **Please note: the site administration/staff must verify the numbers indicated on the Excess Student Timesheet are correct before sending the timesheets/worksheets to Human Resources. Make sure both the Student Excess Record worksheet and Excess Student Timesheet are signed by you and your administrator.**

