



Title II Substitute Verification Form
BPS Employees
2021-2022 School Year

Due Date:
Within 15 days of
substitute payment

This form is to be used by schools to document substitute use while BPS employees attend a Title II funded training.

Teacher/Attendee Name:			
Teacher/Attendee ID #:			
School Name:			
Title of Training/Reason:			
Date(s) of Training:		Hours of Training:	

MAX HOURS PER PAYABLE DAY

Full Day = 7.5 hours
Half Day = 4 hours
Early Release/Charter Schools:
Teaching hours only

SCHOOL INSTRUCTIONS

1. School pays the substitute with the accounting string: 422.9220.421007.6400.141.000
2. Complete the Substitute Information section below
3. Print a copy of the AS400 panel H-606 showing payment made
4. Principal signature required below
5. Within 15 days of paying sub, submit this signed form and H-606 panel to:
Amy Durst, Title II/IV Administrative Technician
ESF – Secondary Leading and Learning Department

SUBSTITUTE INFORMATION

Substitute's Full Name:		Substitute ID #:	
Date(s) Worked:			
Sub's Pay Components:	\$	X Hours:	
Pay Run:	P		
Total Amount Paid:	\$	Time Entry Window:	

IMPORTANT INFORMATION

- All additional time the sub is on campus shall be paid by the school or an expenditure transfer will be required
- Title II pays for substitutes to teach while the classroom teacher attends training
- Travel time is not permitted to be paid/ no paid lunch

APPROVAL

Please sign below to acknowledge that the hours reported reflect the accurate time and effort payable under Title II for the named substitute.

Principal Signature: _____ Date: _____

For BPS Use Only

Received By:		Date:	
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