

TEACHER'S ASSISTANT REPORT FORM

(Due by August 1)

TEACHER'S ASSISTANT (*Mountain View Education Code Book, Page 27*)

It is required that an assistant be provided under any of the following conditions:

1. In multi-grade rooms (4 grades) where enrollment exceeds 20 students.
2. In multi-grade rooms (6 grades) where enrollment exceeds 12 students.
3. Upon the recommendation of the Conference Superintendent of Schools after careful study of a local situation, such as:
 - a. Where the teacher is also called upon to serve as principal.
 - b. Where the teacher assumes periodic teaching responsibilities in another classroom.
 - c. In instances where several students in the classroom require remedial or individualized assistance.

Student Survey for _____ **School Year for** _____ **School**

Grade 1 _____	Grade 2 _____	Grade 3 _____	Grade 4 _____
_____ Grade 5 _____	Grade 6 _____	Grade 7 _____	Grade 8 _____

TOTAL STUDENTS _____

We request that the Conference arrange for payroll of a Teacher's Assistant for our School and bill us accordingly. We understand that we will be responsible for the salary, and the Conference will provide for Social Security and Workmen's Compensation. Teacher's Assistants will be paid for the nine (9) month period of classroom work, with billing to the School over a 10-month period, September through June.

PAYROLL INFORMATION: **NAME** _____

ADDRESS _____

MONTHLY SALARY: \$ _____ **I-9 ENCLOSED** _____ **W-4 ENCLOSED**

SIGNED _____
School Board Chairperson/Church School Treasurer
Date