

**SAN LUIS VALLEY  
BOARD OF COOPERATIVE SERVICES  
2261 ENTERPRISE DRIVE  
ALAMOSA, CO 81101  
(719) 589-5851 Fax: (719) 589-5007**

**Substitute Teacher Time Sheet**

Note: Please use your districts SUBSTITUTION RATE  
in calculating total amount due.

Substitute Teacher Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address of Substitute: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Starting Date	Ending Date	Location	Total Days	District Rate	Total \$Amount

Reason for substituting: \_\_\_\_\_

Teacher Substituted for: \_\_\_\_\_

**Signatures**

Substitute: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No