



Garrett Morgan

ENGINEERING AND INNOVATION

Gateway to the World

4600 Detroit Ave, Cleveland, OH 44102

CLASS COVERAGE FORM

Please remember, you will need to get the permission of Admin and Union Chair for class coverage to take place.

Employee's Name

Date of Coverage

Employee ID#

Position

School/Department

*Garrett Morgan School of Engineering
and Innovation*

Teacher Needing Coverage

Class Period(s) Covering

Please check reason:

- 1. Teacher Not Present
- 2. Para Not Present
- 3. Substitute Not Present
- 4. Request of Admin or Union Chair
- 5. Staff Emergency
- 6. School Event
- 7. Other

Signature of Employee

Signature of Principal/Supervisor

Signature of Union Chair