



## **Class Size Overages FAQ**

- 1. Can I submit my forms without my principal's signature?**
- 2. Can I use my social security number and still be compensated for my overages?**
- 3. I'm an intervention specialist who uses the caseload overage form, do I need to send a roster with grades as well as a caseload roster?**
- 4. I'm a cross categorical intervention specialist, but I don't see an option for me to circle on the form.**
- 5. What rosters can I submit for overages?**
- 6. Can I submit my homeroom roster as proof of my students?**
- 7. Can I submit my forms from the main office printer or can the secretary send them?**
- 8. I have a block schedule, how do I fill out the overage form?**
- 9. How does a student transferring in or out of my class impacts my overage?**
- 10. What if my principal is out on leave and I cannot get them signed before the deadline?**
- 11. What if my principal refuses to sign my forms?**
- 12. I am at a school with an extended schedule? How will I be compensated for the extra days?**
- 13. My overage for the current marking period is the same as a previous marking period. Can I just resubmit my previous form that's already filled out and signed?**
- 14. How do I receive compensation for a student that was in my class for the entire marking period but was not able to be put on my roster?**
- 15. Can more than one teacher submit their name on the same form?**
- 16. Can I submit one roster with multiple marking period overage forms?**
- 17. I'm an intervention specialist, do I circle all of the classifications of my students on the caseload overage form?**



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1. No, overage forms will be returned if it is missing the educator's, principal's, or chapter chairperson's signature.
2. For security purposes please do not submit your social security on any overage form. Overages will not be accepted unless the educator's Employee ID number is on the Form. ID number can be found on the back of CMSD badge or in your Workday.
3. In this case, you only need to send a caseload roster.
4. Cross Categorical is classified as CD in Workday and CC in the contract. Please circle CD.
5. Intervention specialists that have caseload overages have to submit a caseload roster. Intervention specialists that have overages in certain periods and regular education teachers have to submit their eSchoolPLUS rosters with grades. Regular education preschool teachers, kindergarten teachers and Media specialists are the only few that can submit attendance rosters.
6. No, it must be the interim or grade summary.
7. All forms must be submitted from the **educator's** district email account.
8. If you have a schedule with block periods every day, you would fill out two lines on the form with which block it is for written on the side of the page. If you have an "A" and "B" block schedule where you only see students certain days of the week, you would only fill one row entirely on the overage form.
9. Based on what is stated in Article 10, Section 1 of the CBA, "Compensation for each marking period of the school year shall be based upon student enrollment (as evidenced by progress reports or grade scan reports) on the last Friday of each marking period, with said compensation retroactive to the beginning of the marking period."
10. You can have the substitute principal or assistant principal sign them to verify the information.
11. They will not be accepted without your principal's signature verifying the information.
12. The amount of days will be altered based on the school that the educator is at.
13. No, a new overage form must be filled out every marking period. Previous ones will not be accepted again.
14. When this occurs, the principal must initial next to the name on the roster.
15. No, educators must fill out separate forms for their overages.
16. No, please send a new roster with each overage form.
17. No, you would circle your own classification which is your position found on your Workday profile.