

Request for Substitute Teacher Allowance

New York Conference
P O Box 15502, Syracuse NY 13215

All substitute teachers must be approved by the NY Conference K-12 Board and must have a completed I-9 and W-4 (including photo copy of driver's license on file at the conference office) before checks can be issued. Conference assistance is provided only when the regular teacher is out of the classroom due to illness or death in the immediate family **OR** an earned personal day **OR** special arrangements are made with the Superintendent. Payment for a substitute for 8th grade class trips or other extra-curricular activities are the responsibility of the local school. If in doubt, ask!

Teaching Assistants that are paid a flat rate will not be paid for any day as a substitute teacher. Teaching Assistants who are paid an hourly wage can be paid to sub as long as those days do not appear on their time sheet as working as a Teaching Assistant.

Complete information (especially reason for absence) and all signatures are required before the substitute teacher is paid.

Name and address of substitute teacher:

Phone: _____ Social Security #: _____ # of exemptions: _____

Dates substituted: _____ Please check one: _____ full day _____ half day

Teacher substituted for: _____

Reason for absence of teacher: _____

The daily rate for paying a substitute teacher is **\$144.00**
(as of June 1, 2025)

Signature of principal or chairman: _____

Signature of regular teacher: _____

Signature of substitute teacher: _____

Approved by: _____
Superintendent

Date: _____