



OFFICE OF THE ASSISTANT SUPERINTENDENT FOR INSTRUCTION

St. Lawrence Valley Education Center
30 Court Street ~ Canton, NY 13617
Phone: (315) 386-2226 ext. 2 ~ Fax: (315) 386-2828
stodd@sllboces.org OR dchampagne@sllboces.org

Stephen J. Todd
Assistant Superintendent for Instruction

Thomas R. Burns
District Superintendent/Executive Officer

**School/Curriculum Improvement Programs
CoSer 526-6211**

Substitute Reimbursement Form

Directions: Complete the form below in ink and submit following the activity. Remember that aid on substitute costs is only available for activities when two or more districts participate in the activity.

Only original signed forms will be accepted.

School District: _____

Person Completing Form: _____

BOCES School Improvement Activity: _____

Location of Activity: _____

Teacher(s) Attending Activity: _____

Date(s): _____

No. Subs to be Paid _____ **x's No. of days** _____ **@ \$80.00/day \$** _____ **Total**

I understand that BOCES will reimburse my district for these costs and will bill my Business Office in the same amount.

Administrator's Signature

Date

PLEASE RETURN ORIGINAL FORMS TO: *Deborah N. Champagne, Administrative Assistant*