

DAWN DOOLEY

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TO: Elementary Principals

FROM: Dawn Dooley, Director of Elementary Schools/Assessment

C: Paula Fridley, Director of Finance
Payroll Accountant

RE: **Monthly Excess Teacher-Pupil Ratio Forms**

DATE: August 1, 2017

WV State Code allows only Kindergarten, 4th, 5th, and 6th grade teachers to be paid for a maximum of three students beyond normal class limits.

Kindergarten	20 + 3=	23 Maximum
Grades 4, 5, & 6	25 + 3=	28 Maximum

For teachers at your schools who have excess students please adhere to the following at the end of each school month:

- Classroom teachers of the aforementioned grades must submit the pink Self-Contained form.
- Art, Music, and Physical Education teachers must submit the green Departmentalized form. Those completing the green Departmentalized form must indicate the total number of instructional periods he/she teaches at that school each day. (For example if a PE teacher teaches 7 PE classes a day then he/she lists 7 for each Instructional Period on the form.)
- In elementary schools where departmentalization is being used, class size is not permitted to exceed the required enrollment allowed by WV teacher-pupil ratio law. (i.e., 3rd grade teachers who are departmentalized may not have over 25 students per subject being taught.)

Teachers are paid for **all** days they have excess students including holidays, early dismissal, ISE Days, Faculty Senate and days they are absent on personal leave. **Teachers will be paid for instructional days canceled due to inclement weather when the days are made up.** **When the teacher's enrollment changes during the month, the form must reflect the change.** Changes in the number of excess pupils per day must be reflected on the forms on the **actual date of increase or decrease entered in WVEIS**. Excess TP pay sheets require the principal's signature as verification of enrollment.

For your convenience, the forms are provided to you electronically. Please **provide a copy of this memorandum to those grade-level teachers at your school who are affected** by Excess Teacher-Pupil ratio. Should you have further questions, please contact the payroll accountant (Ext. 2163) or Heidi Gray (Ext. 2142).

Enclosures