

THE FORT LA BOSSE SCHOOL DIVISION
Virden, Man

REPORT ON ACTING SCHOOL ADMINISTRATORS

Article 4.02 Administrative Allowance for Schools without Vice-Principals

Mar-18

"Where a teacher is appointed by the Superintendent to act as an acting principal in the absence of the Principal, or when the Principal and Vice-Principal are both absent at the same time and a teacher is appointed, an allowance shall be paid to that teacher at the rate of 1/N of the administrator's allowance to a maximum of \$80.00 per day, with N referring to the number of school days in the current school year, effective the first day of January 2018."

This is to certify that _____ of _____
was assigned the duties of acting principal in _____
during the month of _____, 20____ on the following dates.

<u>Dates</u>	<u>No of Days</u>
_____	_____
_____	_____
_____	_____
_____	_____

Absence of Principal and or Vice Principal was due to: _____

Teacher Signature

Principal Signature

This report should be forwarded to the Division Office before the 15th of the month.

Employee No. _____