Excess Students Instructions and Worksheet  
Middle and High School  
2020-21 School Year

Please use the following information to fill out the Student Excess Record worksheet. The worksheet must be attached to the Excess Student Timesheet. The Worksheet and the Timesheet can be downloaded from SharePoint on the FUSD Website as follows: Click on Excess Student Documents then select the document for Excess Students. The timesheet must be printed on green paper.

**Note:** All timesheets must be sent to Certificated Human Resources for approval. Please do not hold timesheets. Timesheet must be submitted monthly to the Certificated Human Resources Department, along with the corresponding class attendance spreadsheets by the second business day of the month. Payment will be delayed due to forms being submitted late, incorrectly, or failure to provide class attendance spreadsheets. After verification and processing, Human Resources will forward the timesheets to Payroll.

**Directions:**
- Fill out the top portion of the Worksheet completely for all periods, including Course Numbers, Course Name, and checking the appropriate box for prep period or 1/6th.
- Students are to be counted by period/day. That number is to be placed in each period column. Complete data for all periods for which you have students.
- If a student has never shown up for the period, he/she is NOT to be counted in attendance of the class. Once the student has checked in for the school year, the student is counted as part of the total each day, even if subsequent absences occur.
- If a teacher is out sick, PN, etc., that teacher may still count Excess Students on that day (unless they are on a Leave of Absence, Off-work Order, etc.).
- The following ratios are to be used:
  - 6-12 Basic/Advanced, ELD, SEI, Sheltered 30:1
  - Study Skills 35:1
  - 6-12 Academic 35:1
  - SDC/RSP 15:1 (5-period day)
  - SDC/RSP 18:1 (4-period day)
  - Maximum caseload 6-12 175
  - Continuation maximum 26/110

- **DO NOT** include Peer Tutors or Teacher Assistants.
- When you have SEI/Sheltered and regular education students in the same classroom, the 30:1 ratio will be used.
- **PLEASE ATTACH** your class attendance spreadsheets. Failure to do so may cause payment to be delayed.
- The site administration/staff must verify that the numbers indicated are correct before sending the timesheets/worksheets to Human Resources.
- Make sure that both the Worksheet and Timesheet are signed by you and your administrator.
Pay will be determined by prorated per diem based on a one-sixth additional period assignment per Art. 14.4.1.2

<table>
<thead>
<tr>
<th>Period</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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</thead>
<tbody>
<tr>
<td>Course #</td>
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<td>Course Name</td>
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<tr>
<td>35:1 (academic)</td>
<td>Ratio</td>
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<td>Ratio</td>
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<tr>
<td>30:1 (basic/adv)</td>
<td>Date</td>
<td>Total</td>
<td>Excess</td>
<td>Total</td>
<td>Excess</td>
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<tr>
<td>15:1 (5-per load)</td>
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<tr>
<td>18:1 (4-per load)</td>
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</tbody>
</table>

Continuation High:
26:1

(175 max - Comp HS)
(110 max - Cont HS)

Total Excess

Teacher Name

Principal Signature

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By signing on this line, you are stating that the above information is true and correct

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Formula for determining extra pay per student: Salary ÷ 184 ÷ 6 ÷ maximum number of students – Revised 9/23/16