



# WASHOE COUNTY SCHOOL DISTRICT

## Recycling Substitute Value Program (RSVP) Form

### Program Description

"In situations where elementary teachers are assigned to substitute for another teacher (when substitutes are unavailable) the value of the cost of the substitute will be placed in the school fund for use in the classroom or program of the teacher being requested to substitute. In a situation where, in a team, a substitute is requested for an absent team member and none is available, the value of a substitute's pay will be placed in the school fund to be used in this classroom by the team teachers. In team situations, no more than the value of one substitute may be allocated to that classroom." (Negotiated Agreement: Article 18, Hours; Section 18.7)

Please complete the following information for each incidence as described above. Submit the form to the Substitute Office by the fifth day of each month. At the end of the school year, submit a final form for all outstanding substitute days.

**School Name** \_\_\_\_\_ **RC** \_\_\_\_\_

Position Filled	Filled By (Teacher Name)	Date	1 or 1/2 Day	Sub Office Verification

Attach additional sheets if necessary.

**Total Number of Days** \_\_\_\_\_

I declare under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is a true and correct claim.

\_\_\_\_\_  
**Signature of Principal**

**BUSINESS OFFICE USE ONLY**

Account Distribution: 10-100-1000-66100-052-0207      FORM NO. RS: \_\_\_\_\_      Amount: \$ \_\_\_\_\_