CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

DEPARTMENT OF HUMAN RESOURCES

2755 Highway 43, Kemptville, Ontario K0G 1J0
phone: 613-258-7757 toll free: 1-800-443-4562
hr@cdsbeo.on.ca

Appendix C

TEACHER-IN-CHARGE FORM

To be completed and returned to Leah Finley, Assistant Manager of Human Resources, Leah.Finley@cdsbeo.on.ca.

Month: _____ **School:** _____

Name of Teacher-In-Charge: _____

Date(s):

_____am/pm _____ am/pm _____ am/pm

_____ am/pm _____ am/pm _____ am/pm

_____ am/pm _____ am/pm _____ am/pm

_____ am/pm _____ am/pm _____ am/pm

TOTAL NUMBER OF DAY(S):_____

Teacher-In-Charge: _____
(signature)

Principal: _____
(signature)

Date: _____