



2024-25 School Year Excess Student Timesheet and Instructions

Please find attached the 2024-2025 Certificated Excess Student Timesheets and associated forms. These documents will be uploaded to Downloadable Documents in the Staff Portal for your convenience. A regular PDF and a fillable PDF will be made available for you to choose from.

Please continue to use the **Class Size** report from Q for student counts. This report provides a daily student enrollment count for your class.

Class Size report instructions:

Log into Q, click on the Menu (top left-hand side), click on Schedule, click on Reports, go to the folder titled Schedule and select Class Size. A sample of the Class Size report is attached for your reference.

Please Note: Compensation for overages will take effect at the start of 21st student day of attendance ([September 3, 2024](#)) for all schools (TK-12) and on the 6th student day of attendance ([January 22, 2025](#)) for secondary schools for second semester. When submitting August’s time sheet to HR, please provide both August’s Class Size report and September’s Class size report (only from the 1st-3rd).

Excess Student Class Size forms are due in Human Resources by the second (2nd) business day of each month. Delaying the submission of your forms each month WILL result in delayed payment. BU members must attach an explanation for any late Timesheets. Due dates for 2024-25 are as follows:

<u>Month</u>	<u>Due Date</u>	<u>Month</u>	<u>Due Date</u>
August	09/04/2024	January	02/04/2025
September	10/02/2024	February	03/04/2025
October	11/04/2024	March	04/02/2025
November	12/03/2024	April	05/02/2025
December	01/03/2025	May	06/03/2025

Emailed documents will NOT be accepted. Original forms must be submitted.

If you have any questions, please feel free to contact Human Resources at (909) 357-5000, Ext. 29170.

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 Fontana Unified School District