

High School: _____

School Code: _____

Non-Athletic Extended Day Unit Assignment

DA: 2021-2022 School Year

TO: _____

FR: _____

RE: **Non-Athletic Extended Day Unit Assignment**

You have been assigned the following non-athletic extended day units:

Assignment: _____ # of Units: _____ Amount \$: _____

I accept this offer: _____ I decline this offer: _____

You are employed pursuant to Education Code Section 44919 (b) to serve in a limited assignment supervising activities of pupils.

Signature Date

Fill out timecard below: *C3 is for certificated teaching staff and *L4 card is for walk-on staff.



L4

Walk-On Coach – Classified

Emp ID: Name (Last, First): _____ Location No:

Walk On Coach

Account Code:

FROM DATE

Describe Extended Day Assignment (Enter in Comments field in Time & Labor)

TO DATE Report in Time & Labor

TIMEKEEPER: See time reporting instructions below

of Units

EMPLOYEE SIGNATURE _____

PRINCIPAL SIGNATURE
I CERTIFY THIS WAS APPROVED IN ADVANCE IN ACCORDANCE WITH ADMINISTRATIVE PROCEDURE 4174, 7232,-7233 AND IS AN ACCURATE STATEMENT OF SERVICES RENDERED BY THIS EMPLOYEE.

TIMEKEEPER SIGNATURE _____ DATE ENTERED IN TIME & LABOR _____

Coaching Assignments, Non-Certificated (Walk-On) Definition: Any person employed to coach and supervise non-athletic teams who is not a full-time certificated teacher in the district. (Procedure No. 4174)

Walk-On Coach–Classified: Report the number of units with the COA time reporting code into Time & Labor using the “To Date” as the date reported.

COA Walk-On Coach – Classified