

InCAS

InCAS – Teacher Substitute Cover

Pro-forma

**FAX to: 028 9033 3276 or
028 9032 0226**



Rewarding Learning

SCHOOL INFORMATION – please complete using BLOCK CAPITALS

| | |
|-------------------------------|--|
| SCHOOL NAME | |
| SCHOOL D.E.N.I. NUMBER | |
| PRINCIPAL'S NAME | |
| DECLARATION: | I can confirm that my school falls into one or more of the categories set out in the letter of 5 November from CCEA; has incurred the costs relating to a day's substitution cover; and that any additional funding allocated will be used to offset this expenditure. |

| | |
|------------------------------|--|
| PRINCIPAL'S SIGNATURE | |
| DATE | |

1. SUBSTITUTE COVER – For schools which had downloaded InCAS Standardised Scores prior to 23 October 2009

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|---|--|
| Date(s) school downloaded Standardised Scores | |
| One day's substitute cover required (Yes / No) | |
| Please use short code 21T when booking your substitute cover | |

2. SUBSTITUTE COVER – For schools which had held meetings with parents prior to the error in Age-equivalent General Maths scores being corrected (13 October 2009)

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|---|--|
| Date(s) school held parent meetings | |
| One day's substitute cover required (Yes / No) | |
| Please use short code 21T when booking your substitute cover | |

Please return to: by post: RPR Team
CCEA
29 Clarendon Road
BELFAST BT1 3BG

by fax: 028 9033 3273 or 028 9032 0226