

REIMBURSEMENT FOR LOSS OF PREPARATION PERIOD

TEACHERS' CONTRACT – ARTICLE VII

8. Teachers will be provided with a preparation period whenever a special subject teacher is scheduled. If a teacher is required to miss his/her prep period due to reassignment by an administrator, he/she will be reimbursed \$50.00.

Teacher's Name: _____

Date of Missed Preparation Period: _____

Number of Prep Period minutes missed: _____

Reason for Missing Prep Period: _____

Teacher's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Submit to Business Office as soon as form is completed

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