

## Notification of Lost Preparation Time

The following is from the 2009-2010 Negotiated Agreement page 4:

“ITEM V: PREPARATION TIME

It is agreed that every teacher in the Northeast Kansas Education Service Center be granted two hundred (200) minutes of planning time per teaching week. ... In the event a teacher is required to supervise one or more students during time which has been designated as planning, or when there is a pattern of lost plan time, the following will happen: 1) Notification must be made to the immediate supervisor as soon as such loss of planning/preparation time is known utilizing Notification of Lost Preparation Time and Monthly Plan Time Documentation forms. 2) The teacher will be paid at a rate of \$20.00 per hour retroactive to the point when the loss first occurred and continuing until the problem is resolved or until the end of the school year.”

**This form must be completed and turned into your special education administrator within 30 days of initial lost plan time.**

Date: \_\_\_\_\_

I, \_\_\_\_\_, am currently supervising students during my designated plan time or have a pattern of lost plan time.

Please consider this my notification to administration and request to meet with my administrator to complete documentation of the plan time utilized for the month.

Signature: \_\_\_\_\_