

Missed Planning Period for PD

Submission for Reimbursement for
Lost Planning/Prep Time Beyond 4 Professional Development

Name _____

Employee ID # _____

Location: _____

Date: _____

	Date	Time/Period	PD/District Scheduled Event	District Account Number (authorized by an administrator)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

PAY RATE \$27.00/missed prep period

“...if a teacher loses more than four (4) planning periods during the school year to professional development opportunities that last a half (1/2) day or more in duration, the teacher will be entitled to compensation pursuant to Article XVIII (C) (2)”

TOTAL REIMBURSEMENT:

_____ @ \$27 = \$ _____

Principal's/Supervisor's Signature _____