



Notification of Lost Preparation/Lunch Time

"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 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."

Rate of pay for Preparation/Lunch Time loss will be prorated.

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: _____

Monthly Plan Time/Lunch Documentation

SECTION V: PREPARATION TIME

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After discussing lost plan time with your special education administrator, this form must be completed and turned in for approval monthly to your Special Education administrator.

Instructions: Below provide documentation of daily time used (in minutes) for preparation.

P = Plan L = Lunch

Week 1

Monday	Tuesday	Wednesday	Thursday	Friday	For Admin Use Only

Reason for any lost time (include dates): _____

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday	For Admin Use Only

Reason for any lost time (include dates): _____

Week 3

Monday	Tuesday	Wednesday	Thursday	Friday	For Admin Use Only

Reason for any lost time (include dates): _____

Week 4

Monday	Tuesday	Wednesday	Thursday	Friday	For Admin Use Only

Reason for any lost time (include dates): _____

Week 5

Monday	Tuesday	Wednesday	Thursday	Friday	For Admin Use Only

Reason for any lost time (include dates): _____

NAME: _____ Month _____ Year _____

Approved: _____ Denied: _____ Reason: _____ Administrator: _____
