

Missed Planning Time - Reading Public Schools

As stated in the Agreement between the Reading School Committee and the Reading Teachers Association (Expiring – August 31, 2021), teachers who are required to miss their contractual preparation/planning time due to being asked to cover a class, attend a meeting of a special education IEP team, attend post observation meetings, attend the yearly initial goal setting meeting, attend the yearly mid-year goal setting meeting, attend the yearly end of year goal setting/post evaluation meeting or data collection meeting shall, within 10 school days of written notification to the building principal, be compensated for the lost preparation time with an equivalent amount of preparation time.

If you have missed planning time for one of the reasons mentioned above, please complete all information below and put this form in principal's mailbox once it is completed and form is signed. Once received, coverage will be scheduled.

Name of Teacher: _____ **School:** _____

Date Form Submitted to Principal: _____

Date planning time was missed: _____

Reason planning time was missed: _____

Number of minutes of planning time to be made up: _____ minutes

Please list 3 days and times that may work well to replace the minutes missed:

1. _____

2. _____

3. _____

Teacher signature: _____

Date: _____

Principal signature: _____

Date: _____