



Documentation of Mandatory Meetings



General Education Teachers, Special Education Teachers, and DIS Providers

Please document the amount of time spent in *mandatory meetings before and after your duty day, during each school month.* (Duty day is defined in the TALB contract, Article V.A.) At the end of each school month submit this form to your Principal. **Keep a copy for your own records. It is imperative that all mandatory meetings (IEP, SST, Staff meetings) be verified by the administrator/designee present at the meeting.** If you work at multiple sites please turn in a form for each site. **Additionally, the PRINCIPAL must sign on the indicated line at the bottom of each form (verification that these meetings were mandatory).** Once signed, this form must be sent to the Superintendent's office for processing.

Name: _____ Position: _____ Site: _____

Date Type of Meeting Signature (designee, principal, district personnel) Start Time Finish Time Duration

Minus Four (4) hour per TALB Contract
Equals total number of hours beyond contract

Total _____ hours _____ minutes
- 4 hours _____ minutes
_____ hours _____ minutes

Principal's Signature _____

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