

IEP MINUTES HELPER

As per your agreement with the district you are allotted 30 hours per year to use writing IEP's. You have the option to claim this time during non-school hours or during regular hours by requesting a sub and working on IEP's during that time. If you choose to use a regular work day, please use a half day or full days' time to align with sub requests. If claiming time during non-school hours, please use time in half hour or hour increments. **Time must be put on a time sheet and turned in to payroll each month time is used.** Fill out this form and attach a copy to each time sheet with your updated balance filled out. -Christie Dougherty

School Site:	Minutes/Hours Allotted: 30 hours or 1800 minutes per school year.
Name:	Personal ID#:

Date	Minutes worked on IEP's (if sub required must be 1/2 day or full day equivalent)	Was a sub required?	Current balance- IEP minutes balance claimed time =	New current balance	Notes (optional section for teachers)
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