

ELEMENTARY SCHOOLS

RECORD OF LOSS/MAKE-UP OF PREPARATION PERIOD

SCHOOL: _____ WEEK ENDING: _____

<u>NAME OF TEACHER</u>	<u>DATE</u>	<u>SPECIAL/PREP MISSED</u>	<u>DATE OF PREP MAKE-UP</u>	<u>TEACHER'S SIGNATURE</u>	<u>PAYMENT DUE (X)</u>

"Teacher's Signature" - Teacher should sign verifying that loss of prep/special has been made up within 10 school days.

"Payment Due" - Check column when teacher's prep/special has not been made up within 10 school days.

Principal's Signature Date