

NEA-Danbury Documentation Form
IMPACT

Directions: This form is to be completed by the professional staff member/s who are being asked to perform additional responsibilities that impact teacher workload. It is important to communicate this information to our association. The negotiations committee and executive officers of NEA-Danbury will review information submitted by our members.

Name:	School:	Date:
Explain the new responsibility you are being asked to do.		
Has anything been taken away from your current responsibilities to complete the new task?		
Clearly explain/document the IMPACT of this new task. We need to know HOW MUCH more time is needed to prep, for correcting papers etc.		

