

Request to Work on Curriculum During Non-Contract-Time

Mrs. Hare,

I would like to work on the _____ curriculum for grade(s) _____ during non contract time and be compensated as follows:

1. Receive pay for _____ hours of work at the hourly rate specified in the current Teacher Handbook;
2. Receive credit for _____ hours of professional development time as per the contract Teacher Handbook.

My curriculum work will include: (check all that apply)

____ Instructional Mapping

____ Alignment of the curriculum to content/performance standards

____ Review and revision of an existing written curriculum document

____ Develop of a new written curriculum document

I will keep track of the time spent on a district time card and will submit the time card to your office upon completion of the curriculum work.

I expect to finish with the curriculum work by _____

Staff Member _____ Date _____

Request Approved for _____ hours of curriculum work.

Request Denied (for the following reason) _____

(Director of Instruction) Date: _____

(092012)