



Documentation of Mandatory Meetings

General Education Teachers, Special Education Teachers, and DIS Providers



This document is to be used for 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 electronically to your site Principal. **KEEP A COPY FOR YOUR RECORDS.** Mandatory meetings include; **IEPs, SSTs, and Staff meetings and/or Grade Level Meetings.** It is imperative that these meetings be verified by the administrator/designee present at the meeting. If you work at multiple sites, please turn in a form from each site. Additionally, the PRINCIPAL must sign on the indicated line at the bottom of each form indicating these meetings were mandatory and the information is accurate. The Principal will electronically approve this form and forward it to the Superintendent's office for processing.

Name: Position: Site: Site#

Date	Type of Meeting	Signature (Designee, principal, District Personnel)	Start time (HH:MM)	End Time (HH:MM)	Duration in Minutes
Total Minutes					
Minus Four (4) hours per TALB Contract / Equals total number of hours beyond contract:					
Total Comp					

Principal's Signature

Date: