

**PEG/IEP/504 DEVELOPMENT AND PROCESSING
COMPENSATION REQUEST**

TEACHER: _____

SCHOOL YEAR: _____

In an effort to establish a management system for Section 6.10.4, PEG/IEP/ITP Development and Processing Compensation, this form has been developed. Section 6.10.4 reads as follows: *If regular education employees are asked to attend more than nine (9) meetings to develop, sign, and implement an IEP/ITP or 504 plan they will be compensated at the current committee rate.*

Regular education employees shall be considered to have been "asked to attend" PEG/IEP/ITP or 504 meetings if their name appears on published agendas for such meetings, they are listed as participants on "Prior Written Notice" forms, or if they have received a written request from a principal or other appropriate administrator.

I. Documentation of nine official meetings on special education students or students under a 504 plan.

	Student's Name	Meeting Date	PEG/IEP/504 Meeting (Please indicate)	Time Held	Hours / Minutes Met
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____

II. Documentation for meetings beyond the nine official meetings (PEG/IEP/ITP or 504 Meetings).

Compensation is outside of contract day unless during planning time.

	Student's Name	Meeting Date	PEG/IEP/504 Meeting (Please indicate)	Time Held	Hours/ Minutes Met
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

TOTAL HOURS: _____

Principal or Supervisor Approved: _____

After completing this form, please submit to the Director of Special Services for signature:

Director of Special Services

Account code for payroll use only: 2100 27 2130 _____ 0000 0000 Paid at curriculum rate unless missed plan time.