FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

REQUEST FOR COMPENSATORY TIME: SPECIAL EDUCATION MEETING

Complete Block A and submit prior to the meeting. Complete Block B and submit within four (4) days of the meeting.

Block A

Teacher: Date

Meeting purpose:
(See #1 below) Student:

Parent unable to meet during the teacher work day:

Staff member who contacted parent:

Staff scheduled to attend:

Date and beginning/ending times of scheduled meeting:

For use by principal.

Meeting invitation: ☐ Yes ☐ No

Request: ☐ Approved ☐ Denied Principal's Initials Date

Block B

Actual meeting time outside of work day:

Time began: Time ended: Total compensatory time served minutes

Teacher's Signature Principal's Signature

Please Note:

1. Student support team, eligibility, and Individualized Educational Program (IEP) team meetings for all team functions, shall be scheduled during the teacher work day, excluding preparation time, whenever possible. If parents/guardians cannot attend such meetings during the teacher work day, then the teachers involved will be allowed "time off" equal to the extra time spent for such meetings conducted outside of the teacher work day.

2. Each teacher required to attend the meeting shall complete a request form and submit it to the principal for his/her approval prior to the meeting. The principal will return a copy of the approved/denied request form to the teacher.

3. Within four (4) days after the meeting, each teacher who attended the meeting will return the request form to the principal, indicating the duration of the meeting.

4. The principal will approve the use/accrual of the compensatory time or discuss alternative use times with the teacher and will return the request form to the teacher. The teacher will either schedule his/her compensatory time off with the administrative secretary or submit the request form to the administrative secretary to record accrued time. Compensatory time must be used before the end of the following school year or shall expire.

5. Compensatory time may not be used if a substitute is required to cover the employee's assigned duties, nor may it be used on districtwide inservice days.