



# CHANGE IN PREP TIME SUBJECT EMPHASIS REQUEST FORM



## SCHOOL INFORMATION

School
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## PROPOSED CHANGE IN PREPARATION TIME SUBJECT EMPHASIS

Present year's prep time subject emphasis to be changed	Proposed prep time subject emphasis for next year
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## SITE GOVERNANCE TEAM (SGT) DECISION-MAKING

Date SGT approved change in subject emphasis	Date SGT approved the elimination of existing position
<p>Was the affected prep time teacher afforded the opportunity to present their views and participate in the discussion prior to the final decisions of the Governance Team? <i>(See SDUSD-SDEA Collective Negotiations Agreement, Sections 8.6.3 and 25.5.)</i></p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	

## SIGNATURES

The undersigned persons agree that the content of this Request Form is accurate.

Principal Name	Signature & Date
SDEA Representative Name	Signature & Date
Site Governance Team Chair Name	Signature & Date
Affected Prep Time Teacher Name	Signature & Date

**This form must be submitted to the SDUSD-SDEA Preparation Time Committee by February 1. Fax to both:**

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**SDUSD Human Resources, ATTN: Prep Time Committee • (619) 296-7522  
SDEA, ATTN: Prep Time Committee • (619) 282-7659**