



CHANGE IN PREP TIME SUBJECT EMPHASIS

REQUEST FORM



SCHOOL INFORMATION

School

PROPOSED CHANGE IN PREPARATION TIME SUBJECT EMPHASIS

Present year's prep time subject emphasis	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 24.5.</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:

SDUSD Human Resources, ATTN: Preparation Time Committee (619) 296-7522

SDEA, ATTN: Preparation Time Committee (619) 282-7659