

# BALDWIN-WHITEHALL SCHOOL DISTRICT

## REQUEST FOR PAYMENT - ADDITIONAL PREPARATION REQUEST

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

School Year \_\_\_\_\_ 1st Semester \_\_\_\_\_ 2nd Semester \_\_\_\_\_

(Check 1<sup>st</sup> /2<sup>nd</sup> Semester)

List the courses you are teaching that require more than three preparations.

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Principal's Signature ----- Date \_\_\_\_\_

Asst. Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Manager's Signature ----- Date \_\_\_\_\_

If an employee has more than three preparations in an academic area, that employee shall be granted either one additional preparation period per day for each additional preparation or be paid three hundred dollars (\$300.00) per semester for each additional preparation as determined by the employer. The academic areas shall be limited to World Language, English, Mathematics, Science, and Social Studies

Please Forward to the Assistant Superintendent.