IEP Paperwork Workday Request

for Negotiated Agreement Staff

INSTRUCTIONS:

- Complete this form 5 days PRIOR to the requested date.
- Obtain approval of date from Building Administrator
- Obtain approval of date from DCEC Director.

***Cannot be used on District Inservice/Workdays unless approved by District AND Building Administrators*

OTHER:

- Two IEP Paperwork Workdays can be used; one each semester.
- Work must be completed on the district campus you are assigned to.
- Working hours remain the same as district teacher hours.

Name: _____

School District:

☐ Doniphan West, USD 111
☐ Riverside, USD 114
☐ Troy, USD 429

1st Semester Requested IEP Paperwork Workday Date: _____

Substitute Needed: ☐ Yes ☐ No

2nd Semester Requested IEP Paperwork Workday Date: _____

Substitute Needed: ☐ Yes ☐ No

_____ _____

Signature **Date**

☐ Approved
☐ Not Approved

_____ _____

Building Administrator Signature **Date**

☐ Approved
☐ Not Approved

_____ _____

DCEC Director Signature **Date**

☐ Approved
☐ Not Approved

_____ _____

District Administrator Signature **Date**

**Only if needed