



# Special Services, Johnson County and Surrounding Schools

## COMP TIME REQUEST

T-26

Teacher: \_\_\_\_\_ School: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Check Event Column (✓)

Date of Conference /Meeting	Student's Name	School	School Start time & End Time	Time Event Started	Time Event Ended	Comp Time Requested (minutes)	A	B	C	D	E	F	G	H

**\*All teachers may request compensation as described below for hours beyond the maximum workday (7 ¾ hours per day ) or hours spent beyond the 185 day work year.**

- Eligible Events:
- (A) Case Conferences
  - (B) Initial Referral Intake meetings
  - (C) 5-day ahead meetings to discuss evaluations prior to Case Conference (as required by 511 IAC 7-25-4(l))
  - (D) General Education Intervention meetings (BBST, Kid’s Team, etc.)
  - (E) Preschool Transition Conferences
  - (F) RTI Staffings
  - (G) Mandatory Staffing
  - (H) Providing Training (requires prior approval from an SSJCS Administrator)

Date Received by Supervisor: \_\_\_\_\_ (Note: Form Should be submitted to Supervisor by last workday of each month)

\_\_\_\_\_ Hrs \_\_\_\_\_ Mins Total Comp Time Cerified by Central Office Staff Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date Approved by Supervisor: \_\_\_\_\_ Date Recorded by Bookkeeper \_\_\_\_\_

\_\_\_\_\_ 7 ¾ hours of comp time was converted to a Leave Day and added to your Annual Allotment. Balance of \_\_\_\_\_ hours and \_\_\_\_\_ minutes