MABANK INDEPENDENT SCHOOL DISTRICT

Teacher Comp and Extra Duty Pay for Additional Training Days

Employee Name: _____ Position: _____

Campus: _____

Summary of COMP/Flex Time – *Must be MISD provided sessions in this section.*

Date	Title of Session	Location	Presenter

Approved: _____ _____

Campus Principal Date Employee Date

Employee and campus principal each keep copy of form.

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Upon completion of training sessions, provide written verification of attendance (example: workshop certificate, copy of agenda, letter, college transcripts, etc.) for each session attended to campus principal.

2015 Assigned by administrator additional training will be limited to Special Education sessions, 30hr GT Institute and Snow Vance Formative Assessments, and Curriculum team members assigned.
Teachers must submit this document to the C&I office prior to August 15.

Date	Title of Session	Location	Stipend

$50 daily stipend eligible – 30hr GT Institute, Special Ed assigned sessions, Snow Vance Formative Assessment, ELAR Local Trainings if teachers go over 5 Local.
$120 Curriculum team members only (see email for highlighted dates pre-approved)

I verify that this report is a true and accurate record of my work on the dates and times listed above.

_____ _____

Employee's signature Date Principal's signature Date

Revised: June 2015