



CHANGE IN PREP TIME SUBJECT EMPHASIS REQUEST FORM



**ONLY COMPLETE THIS FORM IF YOU ARE CHANGING THE SUBJECT AREA OF YOUR
PREP TIME EMPHASIS**

SCHOOL INFORMATION

School

PROPOSED CHANGE IN PREPARATION TIME SUBJECT EMPHASIS

2020-21 Prep Time Subject Emphasis	2021-2022 Proposed Prep Time Subject Emphasis
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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.
Was the affected prep time teacher afforded the opportunity to present his/her 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>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

SIGNATURES

The undersigned people agree that the content of this request 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, 2021.

Email to both:

***SDUSD Human Resources, ATTN: Preparation Time Committee – ehouston@sandi.net**

***SDEA, ATTN: Preparation Time Committee – Saavedra_a@sdea.net**