

GCSEC ANNUAL REVIEW PREP/DATA COLLECTION

All licensed staff will be granted two (2) days of the school calendar to complete any necessary data collection/assessments, and documents in preparation for annual reviews.

General Rules

1. All IEP prep days must be performed at the teacher's home school or at the GCSEC Office.
2. Full days of prep time may not be broken up into half days, unless prior approval is obtained from the immediate supervisor.
3. Only **2(two)** teachers from each building may use a day of prep on a given date. First come, first serve.

Applicants: Please complete this form and forward to your immediate supervisor at least 2 weeks in advance of the time requested.

Applicant Name: _____ Date: _____

Date(s)/time(s) you would like to request for release time to prepare for annual reviews/data collection?

Location (Please Circle): School Building Cooperative Office

Date: _____ Supervisor Signature _____