

PART TIME AND ITINERANT TEACHERS' SCHEDULE FOR ELEMENTARY SCHOOLS

Who should complete: Teachers working part-time (less than a 1.0 assignment) or working at two or more schools.

Important: Teachers with assignment changes throughout the school year, must re-complete this form and send to HR for schedule revisions. If your schedule is correct, you will not have problems with absence logging.

How to complete:

Teachers working at more than one location – indicate school name(s) and the days of work for each location.

Those teachers working a rotating schedule – i.e. 3 days one week and 2 days the next week – indicate the starting date of the rotation (for example – Week 1 – M/T/W – Week 2 – M/T – rotation started Sept 8/15).

Itinerant band teachers –should attach their work schedule.

	WEEK 1		WEEK 2	
	Start Date: _____ <small>INDICATE: 1) SCHOOL(S) ; 2) DAILY START & END TIMES (only if different than school schedule)</small>			
MONDAY	AM		AM	
	PM		PM	
TUESDAY	AM		AM	
	PM		PM	
WEDNESDAY	AM		AM	
	PM		PM	
THURSDAY	AM		AM	
	PM		PM	
FRIDAY	AM		AM	
	PM		PM	

I am interested in TOC'ing on the days I do not work. Yes ☐ No ☐

(Reminder: If you marked "yes" to TOC'ing and do not want to TOC certain days, make yourself unavailable on those days)

What total % (fte) are you currently working? _____

Additional Information (ex: who is your job share partner?) _____

EMPLOYEE NUMBER: _____ DATE: _____

PRINT NAME: _____ PHONE NUMBER: _____

SIGNATURE: _____

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