

Directions: Fill out and return to your Building Administrator by June 21, 2024.

Per Article V, Section 8, all certificated employees receive compensation for TRI/Enrichment activities beyond the basic contract. This compensation will be based upon each employee's placement on the TRI/Enrichment salary schedule and FTE status. **All TRI/Enrichment activities are outside of the normal school day or current assignment, and exclude other paid activities.**

Section 1: Time-Based Professional Learning Activities

17 Hours ~ Principal Directed Professional Learning ~ (See Article V, Section 8 for details)

Date(s)	# of hours	Activities
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12 Hours ~ Staff Directed Professional Activities ~ (See Article V, Section 8 for details)

Date(s)	# of hours	Activities
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7 Hours ~ On-Site Preparation of Grade Reports ~ (See Article V, Section 8 for details)

Section 2: Professional Responsibilities~ (See Article V, Section 8 for details)

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| <ul style="list-style-type: none"> Completing Safe-Schools Training Preparation for annual school opening or closing Conferencing with parents Providing individual help to students Preparation and revision of materials Grade-level, department, building, or District Committees | <ul style="list-style-type: none"> Researching educational materials and supplies Workshops, classes, conferences, seminars Evaluating student work IEP, Section 504, and other parent meetings Attending evening meetings/activities |
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I certify that the information given above accurately verifies the District Directed Days I worked as specified in the Arlington Education Association Collective Bargaining Agreement and I have completed the TRI/Enrichment activities above and beyond the contracted work-day or work-year. Supporting documentation of hours and days spent, or the pro-rata number of hours, has been retained and is available upon request.

Employee Name
Please Print

Building

Employee Signature

Date Signed

Supervisor Signature

Date Signed