Missed Planning and Preparation Time
MV Middle School
(Grades 6-8)

Name of Teacher:_____

DATE OF PREP TIME LOST	NAME OF ABSENT TEACHER	PERIOD OF PREP TIME LOST	REASON FOR PREP TIME LOST (e.g. No Sub Assigned, etc.)

_____

EMPLOYEE SIGNATURE DATE

_____

PRINCIPAL SIGNATURE DATE

Account Code: _____

Account Code: _____

RETURN TO PAYROLL AT END OF EACH MONTH

Updated 01/2022