

**APPENDIX A
MOVING CLASSROOMS AT THE REQUEST OF THE DISTRICT
REVISED 03/30/10**

DATE: _____

TO: DISTRICT OFFICE

FROM: _____

I am requesting the following options for support/compensation for my change of classrooms.

1. CHANGE OF CLASSROOM BEFORE THE UNIT MEMBER 1ST WORKDAY OF SCHOOL

Select either option A or any combination of B and C totaling 2 days:

A. One (1) day of salary at the current year rate. _____ day

OR Two (2) days in any combination-

B. Eight hours of instructional assistant time. _____ day(s)

(Please arrange the time with your instructional assistant directly and instruct your instructional assistant to turn in a timesheet. Instructional assistant time may not be scheduled in a manner that causes overtime pay.)

C. Compensatory release time during the current year _____ day(s)

(Please enter reason number 50 into the AESOP.)

2. CHANGE OF GRADE LEVEL ASSIGNMENT AND CLASSROOM AFTER THE UNIT MEMBER 1ST WORKDAY OF SCHOOL

Select either option A or option B and fill out #4 below.

A. Two (2) days of salary at the current year rate. _____ days

B. Two (2) days of compensatory release time during the _____ days

current year.

(Please enter reason number 50 into the AESOP.)

3. CHANGE OF GRADE LEVEL ASSIGNMENT BUT NOT CLASSROOM AFTER THE UNIT MEMBER 1ST WORKDAY OF SCHOOL

Select either option A or option B and fill out #4 below.

A. One (1) day of salary at the current year rate. _____ day

B. One (1) days of compensatory release time during the _____ day

current year.

(Please enter reason number 50 into the AESOP.)

4. Please restore my "red folder" and classroom supply budgets in the amount of \$ _____.
Original receipts for items I purchased for my former grade level are attached.