

**HARPER CREEK COMMUNITY SCHOOLS
REQUEST FOR SUMMER HOURS CURRICULUM WORK**

CAT TEAM LEADER: _____

(Please print)

I am requesting Summer Hours for Curriculum Work for the following:

Specific Task

Rationale (Please explain the need for this time.)

Location

<u>DATE</u>	<u>TIME</u>	<u>NAMES</u>	<u>TOTAL HOURS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(OVER)

Please check if additional resources are needed (and list cost if applicable):

___ Materials (Please specify) _____ \$ _____

___ Consultant (Please specify) _____ \$ _____

___ Summer hour rate \$11. /hr. (# of hrs.) _____ \$ _____

___ Other (Please specify) _____ \$ _____

TOTAL \$ _____

Guidelines:

Prior approval is needed. Tech requests are to be made through Merry Ellen Eason. Sign in & out sheets are required and need to be submitted before payment will be made.

Date Teacher's Signature

Date District Administrator's Signature