Mandatory Meeting Participation Log

Staff Name:

Semester: ☐ 1st ☐ 2nd If 2nd semester have you already deducted 6 hours from semester 1? ☐ YES ☐ NO

Any employee whose presence is required for more than six (6) hours over the course of a school year will be compensated at the hourly rate of $27.10 for mandatory IEP,ETR,RTI,WEP and /or 504 Plan meetings, rounded to the nearest quarter (1/4) hour. Please complete for each meeting and **obtain administrative signature for each meeting.**

DATE	START TIME	END TIME	STUDENT NAME	TIME OF MEETING	TOTAL MINUTES OUTSIDE OF CONTRACT TIME	BUILDING ADMIN SIGNATURE
				TOTAL	TOTAL AFTER 6 HOURS	

Staff Signature: Building Administrator Signature:

Central Office Department Administrator Signature: Date: