



**SPED Task Force – Timecards**

Your Association, GGEA, is requesting all teachers, PreK – 12, both General Education and Special Education, to log all hours involved in IEPs/IFSPs. The collected data will be shared (anonymously) with the Board of Education.

Please complete the attached timecard for all hours involved in IEPs that are above and beyond your regular contractual hours. For high schools, this would be all time before 7:30 am and after, roughly, 2:50 pm. For intermediate schools, this would be before 8:00 am and after, roughly, 2:25 pm. Elementary schools vary substantially.

Please use whole numbers and such fractions as .5 hours (for 30 minutes), .25 hours for 15 minutes, and .75 hours for 45 minutes. A 90 minute meeting would be logged as 1.5 hours. A meeting lasting 2 hours and 45 minutes would be logged as 2.75 hours.

Log all extra hours next to the date on which the work was done.

Be sure to include preparation time for IEPs, actual IEP meeting time, post IEP follow-through, and any time related to IEP delivery and instruction outside your contracted day.

Data collection will occur from October 16 through December 8. Please send the completed forms to GGEA Segments by the December 12 meeting or send through district mail to GGEA, Attn: SpEd Committee. This is for data collection only. Stipends are not currently available.

These timecards will be presented to the Board of Education as a form of data showing how much extra

**October, 2017**

**Name** \_\_\_\_\_

Please circle:

**Position** \_\_\_\_\_

Pre-School

Elementary

Intermediate

High School

Date	Hours Worked	Date	Hours Worked	Date	Hours Worked
16		27			
17		28			
18		29			
19		30			
20		31			
21					
22					
23					
24					
25					
26					



### SPED Task Force -Timecard

November, 2017

Name \_\_\_\_\_

Position \_\_\_\_\_

Please circle:

Pre-School	Elementary	Intermediate	High School
1		12	23
2		13	24
3		14	25
4		15	26
5		16	27
6		17	28
7		18	29
8		19	30
9		20	
10		21	
11		22	

### SPED Task Force -Timecard

December, 2017

Name \_\_\_\_\_

Position \_\_\_\_\_

Please circle:

Pre-School	Elementary	Intermediate	High School
1			
2			
3			
4			
5			
6			
7			
8			