

COMMUNITY UNIT SCHOOL DISTRICT 303

Special Education Services

5N466 State Rt. 25, St. Charles, Illinois 60174 • 630-587-7175 • Fax 630-513-8692 • www.d303.org

Confirmation of Extended Hours IEP/504 Meeting

During the regular school year, District #303 IEP/504 meetings are, under normal circumstances, to be completed within the hours of the certified staff work day. When such meetings *cannot* be completed within these hours because of the unavailability of required staff members or the parent, certified staff members may be entitled to payment. In the event an IEP meeting or 504 meeting that requires a notice goes more than one hour beyond the routine expectation of at least 20 minutes before the published starting time and 20 minutes after the published ending time of the assigned school, the educator shall be paid at the operational rate for each one-half (1/2) hour segment.

All forms should be signed by a Principal or Assistant Principal, Special Education Administrator or Special Education Supervisor. The administrator's or supervisor's signature confirms the hours of the meeting and the participation of the certified staff members during that time period. Any individual staff member who does not attend the entire meeting will have any payment adjusted accordingly or will not receive payment if s/he did not participate for more than one hour outside normal work hours. Completed forms should be sent to John Knewitz, Assistant Superintendent for Student Services, Administration Center.

Student's Name: _____ School: _____

Date of Conference: _____ IEP _____ 504 _____

Start time of meeting: _____ End time of meeting _____

Staff Member	Minutes participated more than 1-hour outside normal work day	Last 4 digits of SS#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Administrator or Special Education Supervisor: _____

Date: _____