



# DEXTER COMMUNITY SCHOOLS

## Request to Participate in Curriculum Work

Staff members who wish to participate in curriculum work must submit this completed form to their building administrator for approval prior to scheduling. If compensation is made through district funds, the building administrator will forward the form to the Executive Director of Instruction for additional approval. All curriculum work must be pre-approved before scheduling in order to receive appropriate compensation. Upon completion, the form will be forwarded to the business office by the building or district administrator for appropriate compensation to the staff member, if applicable.

**Staff Member(s) Name(s):**

**Building(s):**    BES            CES            WES            CIS            MCMS            DHS

**Please describe the purpose for requesting curriculum work time and state how it fits with the goals of your building/department/grade level:**

**Type of Compensation requested:** (Please check all that apply)

Release time during school year:      1/2 day am sub      1/2 day pm sub      Full day sub

Summer work day(s) (teacher compensation per DEA contract (\$50 half day/\$100 full day))

**Proposed Date(s):**

**How will this time benefit your classroom instruction, department/grade level?**

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**APPROVAL for curriculum work required PRIOR to scheduling**

**Signature:** \_\_\_\_\_  
Building Administrator

**Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
District Administrator (required if reimbursed through district funds)

**Date** \_\_\_\_\_