



# HUMAN RESOURCES

## CANUTILLO A Premier District

# Teacher Prep Period Voluntary Agreement [Per Event]

Teacher - review online, print, and sign as needed

<b>Name of Teacher</b>	
<b>School Year</b>	
<b>Campus / Department</b>	
<b>Date</b>	
<b>Event</b>	

I understand that the Texas Education Code section 21.404 guarantees each classroom teacher a planning period. Specifically, each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation including parent / teacher conferences, evaluating students' work, and planning. A planning period may not be less than 45 minutes (continued) within the instructional day. During a planning period, a classroom teacher may not be required to participate in any other activity.

However, I also understand that a mutual agreement to voluntarily relinquish my planning period is not prohibited. Therefore, and for this date, I am agreeing to volunteer my prep period. Further, I also understand and agree that:

1. My planning and preparation duties may be performed outside the instructional day; and
2. That a Hyperlink to '*Frequently Asked Questions Regarding Teacher Planning Periods*' is embedded on this online document for my information, here → [LINK](#)

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Teacher Name

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Teacher Signature

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Principal Name

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Principal Signature

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Street Address:  
7965 Artcraft Rd.  
El Paso, TX 79932

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Mailing Address:  
P.O. Box 100  
Canutillo, TX 79835

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