



## Lost Marking and Preparation Time Tracking Form

Dear Principal,

Article 32.23 of the Teachers' Provincial Agreement (TPA) provides that a teacher can be required to supervise students during their marking and preparation time "Where all reasonable efforts have been made to hire a substitute teacher and no substitute teacher is available".

Article 59.05 provides "A teacher who is required by the Principal to fill in when a substitute is not hired pursuant to article 32.23(Substitute Teachers) of this agreement shall have the lost marking and preparation time rescheduled within ten (10) school days."

I request that my lost marking and preparation time be returned to me, with adequate notice, so that I can use the time meaningfully.

Name: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Date of coverage	Class covered	Time	Total minutes to be returned

\_\_\_\_\_  
Teacher's Signature