

**REQUEST TO TEACH ONE (1) EXTRA CLASS DURING A
PREPARATION PERIOD
ALPINE SCHOOL DISTRICT**

Instructor _____ **Date** _____

Period Covered: First Semester _____ **Second Semester** _____

The following is a request to teach one extra "1/8th" class during one of my preparation periods:

Class Period	Class Name	Enrollment	Program Area (i.e. Ag, Business, etc.)
A-1			
A-2			
A-3			
A-4			
B-1			
B-2			
B-3			
B-4			

I hereby certify that I have fulfilled the following requirements:

1. The minimum enrollment in each of my seven (7) regular class periods is twenty (20) (seventeen (17) for shop classes).
2. The average enrollment of my seven (7) regular class periods is twenty-five (25) (twenty-two (22) for shop classes).

Exception: The average enrollment of my seven (7) classes is at least 28 and only one class has a minimum enrollment of twelve (12).

Note: "Extra 1/8th" contracts will be evaluated at the end of the first semester. Instructors not meeting criteria number one and two above will not receive an extended day contract for the second semester.

Signature _____ Date _____
(Instructor)

APPROVAL: _____ Date _____
(High School CTE Coordinator)