PST Time Sheet for Standing Members

Standing member's name _____

This form is to be used as a record of your time spent outside of the work day at PST meetings. You will then share this record with your building principal, if you will be requesting:

1. Release from supervisory assignment or
2. A release day or other compensatory time (time cannot be used in conjunction with vacations) or
3. An adjustment to your starting or ending time

Meeting Date	Meeting Time Spent Outside the Work Day	PST Chair's Signature