

Directions: Fill out and return to your Building Administrator by June 18, 2026.

Per Article V, Section 8, all certificated employees receive compensation for TRI/Enrichment activities beyond the basic contract. This compensation will be based upon each employee's placement on the TRI/Enrichment salary schedule and FTE status. **All TRI/Enrichment activities are outside of the normal school day or current assignment, and exclude other paid activities.**

Section 1: Time-Based Professional Learning Activities

10 Hours ~ Principal Directed Professional Learning ~ (See Article V, Section 8 for details)

Date(s)	# of hours	Activities
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7 Hours ~ Preparation of Grade Reports ~ (See Article V, Section 8 for details)

Section 2: Professional Responsibilities~ (See Article V, Section 8 for details)

Completing Safe-Schools Training	Researching educational materials and supplies
Preparation for annual school opening or closing	Workshops, classes, conferences, seminars
Conferencing with parents	Evaluating student work
Providing individual help to students	IEP, Section 504, and other parent meetings
Preparation and revision of materials	Attending evening meetings/activities
Grade-level, department, building, or District Committees	Twelve (12) hours of staff-directed professional learning time.

I certify that the information given above accurately verifies the District Directed Days I worked as specified in the Arlington Education Association Collective Bargaining Agreement and I have completed the TRI/Enrichment activities above and beyond the contracted work-day or work-year. Supporting documentation of hours and days spent, or the pro-rata number of hours, has been retained and is available upon request.

Employee Name

Building

Employee Signature

Date Signed

Supervisor Signature

Date Signed