## **Committee Meeting Sign-In Form** Peru Elementary School District 124



Both for purposes of collecting CPDUs, as well as compensation for specified committee meetings, all meeting participants should sign in below and include their individual time in and time out of the meeting, particularly if it is different than the actual meeting time (e.g., starting late or leaving early). The building principal will maintain these forms. For purposes of compensation, teachers must also document attendance at certain meetings on the Committee Meeting Documentation Form, which is to be returned to the building principal by May 15 of each year.

Committee Name	Meeting Date	
Building/Location	Start Time	End Time
Meeting Participants	Time In	Time Out