



**Returned Prep Time / Time Given Back**

<b>Date / Block(s)</b>	<b>Teacher (Your Name)</b>	<b>Class / Subject / Location (Your Class, Subject, etc.)</b>	<b>Time Covered</b>	<b>Total Time Returned</b>	<b>Reason / Details / Other</b>
EXAMPLE Wed. Oct. 23, 2024 - Block 4	EXAMPLE B. Smith	EXAMPLE 801 / Science / Rm 321 701/ Math / Rm 321 802 / Science / Rm 321	EXAMPLE 8:55 - 11:55	EXAMPLE 180 min	EXAMPLE Sub hired by admin to return prep for coverage up to Dec. 3.