



Additional TimeTrack Request Form



Are there other members of your staff who work with teachers and others to improve instructional practice in your school? They may be eligible to have a TimeTrack of their own.

To qualify for a complementary TimeTrack, the following conditions must be met:

- 1) The SAM team must be working at or above Level 3 on the performance rubric.
- 2) The person to receive a complementary TimeTrack must be someone who works in the same school and reports to the principal who is already doing the SAM process,
- 3) The complementary TimeTrack user must be given access to the TimeTrack of the school leader who is already doing SAMs and watch at least one SAM Daily Meeting and review the SAM process videos at www.SAMsConnect.com .
- 4) NSIP Director Mark Shellinger will then contact the complementary TimeTrack owner to arrange a two-hour online training session.
- 5) The Time Change Coach or Specialist must review and agree to the plan to train the person who will receive a complimentary TimeTrack.

Please complete this form and submit via email to: jim@samsconnect.com or fax: 877 266-2813 Be sure to copy your Time Change Coach, too.

Please note: Lack of use of the new TimeTrack may result in removal.

School: _____ Administrator Name: _____

Name of New TimeTrack Owner: _____

Role/Title: _____ Email Address: _____

Cell Number: _____

The SAM team must either meet with the complementary TimeTrack user weekly or train someone on staff to serve as the SAM for the complementary TimeTrack user.

The SAM team will meet with the complementary TimeTrack user each week. YES NO

If no, who will meet regularly with the complementary TimeTrack user?

Name of person _____ Email _____

Signatures

School Principal or District Leader

New TimeTrack owner

Specialist/Coach

