

2019-2020 Professional Learning Substitution Form

for Required Principal-Discretion Professional Learning Day 4 or Day 5

Principals should use this form to approve acceptable substitutions for required *Principal-Discretion* professional learning (PL) Days #4 and/or #5 only. This form should be completed in advance and submitted to the Teacher Center. Teachers may substitute a maximum of 12 hours of PL per year with this form. **This form can only replace Day #4 or #5. All inquiries into Board-Required Days 1 – 3 on July 26, July 31, and November 1, 2019 must be submitted to and approved by the Professional Growth Supervisor.**

- There is a maximum of three hours on a calendared, instructional work day or maximum of six hours on a non-calendared, non-paid work day.
- **Principal approval of all trainings is required before starting any make-up PL!**
- *Simple K12* and *TDOE Standards Trainings* are the **only** online PL platforms approved by the district (There is a maximum of six hours for online training per year).
- These PL hours cannot be claimed for extended contract hours or compensation.

After the event, please submit another copy of this form to the Teacher Center with participation documentation. Keep the original form and original documentation for your records. To receive credit, all final paperwork, a copy of this substitution form, and documentation of attendance, must be submitted to the Teacher Center within two weeks of the event.

Teacher Name _____ School _____

This Substitution is approved for _____ teachers only.

Session Title _____

Session Date _____ Start Time _____ End Time _____

Location _____

Presenter(s) or sponsoring group _____

Activity Description _____

Number of hours of substitute credit granted by principal.

1 2 3 4 5 6 Other _____

This PL is substituting for required *Principal-Discretion* Day (circle) #4 and/or #5.

I approve this PL substitution for required *Principal-Discretion* professional learning.

(Principal's Signature Required) Date

(Teacher's Signature Required) Date