

2018-2019 Professional Learning Substitution Form

for Required School-Based Professional Learning **Day 4** or **Day 5**

Principals should use this form to approve acceptable substitutions for required professional learning (PL). This form should be completed in advance and submitted to the Teacher Center. **Please note, *Battelle for Kids* is the ONLY online PL platform approved by the district (with a maximum of 6 hours and only with principal approval).** Teachers may substitute a maximum of 12 hours of PL per year. Substitution requests can only replace Day 4 or Day 5.

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, copy of the substitution form and documentation of attendance, must be submitted to the Teacher Center within two weeks of the event.

Teacher Name _____ Teacher requesting substitution _____ School _____ School name here _____

This Substitution is approved for May be grade or subject level, or other reason for substitution _____ teachers only.

Session Title _____ Title of Session being used for substitution _____

Session Date _____ Training Date _____ Start Time _____ End Time _____

Location _____ Location of the training _____

Presenter(s) or sponsoring group _____ What group or individual presenting the training _____

Activity Description _____ Short description of training agenda _____

Number of hours of substitute credit granted by principal (MAX of 3 hours on a calendared work day or MAX of 6 hours on a non-calendared, non-paid work day).

1 2 3 4 5 6

Other _____

This PL is substituting for school-based Day (*circle*) #4 and/or #5 which occurred on Date of original training. I approve this PL substitution for required school-based professional learning.

(Principal's Signature Required)

Date

By claiming this time for professional development credit, you may not also claim this time for extended employment or compensation.

(Teacher's Signature Required)

Date