

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 _____ 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 (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 _____.

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