

# 2020-2021 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. **This substitution form can only replace Day #4 or #5. All inquiries into Board-Required Days 1-3 on July 29, July 30, and November 3 must be submitted 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 instructional day.
- **Principal approval of all trainings is required before starting any make-up PL!**
- These PL hours cannot be claimed for extended contract hours or compensation.
- All online platforms must be approved by the *Supervisor of Professional Growth* prior to completing any online training. In addition to viewing the webinar from the approved PL platform, a reflective response must be completed and submitted for each webinar.

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 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

\_\_\_\_\_  
(Teacher's Signature Required) Date