Professional Development

Substitution Request Form

This form is to be used when an employee is requesting to substitute professional development hours received on a “non-work/non-paid” day for a calendar scheduled required professional development day.

*In order to receive credit for a required professional development day this form must be completed and submitted to the school administrator along with a certificate of completion from the training attended.*

*This form must be submitted and approved prior to the required professional development day.*

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| --- | --- |
| Name of applicant requesting the professional substitution day |  |
| Date of required professional development day |  |
| Date of professional development day attended |  |
| Number of hours to be substituted according to certificate of completion |  |

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Principal/Supervisor Signature Date

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Applicant Signature Date

**By signing this form the administrator/supervisor is verifying the following:**

*The applicant participated in a professional learning day on a “non-work” day.*

*The applicant did not receive a stipend for the professional learning day.*

*The professional development attended was relevant to the applicant/school needs.*

*The professional development attended was included in the Comprehensive School Improvement Plan.*

*The applicant provided sufficient document to verify attendance of the professional learning day.*

**Return this form, along with the green sheet with the assigned PD number and the certificate of completion acquired from the professional development attended, to the Central Office.**