

ST. CLAIR COUNTY BOARD OF EDUCATION OFFICIAL SWAP DAY FORM

Only those workshops approved in advance can be approved as a swap day for one or two of the professional development days on the school calendar.
You must fill out a separate swap day form for each day you wish to exchange.

Teacher: _____

School: _____

Title of Workshop: _____

Location of Workshop: _____

Date(s) of Workshop: _____

Length of Workshop (hours): _____

I would like to exchange this workshop for one of the professional development days during the school year. The date of the exchange is: _____

In order to exchange the workshop for a professional development day, the workshop must meet the following requirements:

- The workshop must last six (6) hours or longer
- The workshop must be approved in advance by the principal and the superintendent. In order for the superintendent to approve, enough time must be allowed for the paperwork to be completed. An approval cannot be granted without ten (10) or more days advance notice. Request cannot be faxed.
- This form must be completed in its entirety.
- The research based workshop must be relevant to the employee's work assignment and professional development need based on the school improvement plan, PEPE PDP, or district professional development plan.
- The attendee must share information from the workshop with the faculty/staff at the local school. (This is not necessarily a formal presentation at a faculty meeting. It could be a grade level meeting or a small group meeting.)
- This form must be accompanied by a copy of the brochure or flyer advertising the workshop.

I also understand that I must provide written documentation in the form of a certificate of attendance for the workshop that I am exchanging for the professional development day. It must be submitted with payroll at the end of the payroll period for which the swap day is used.

Employee Signature

Date

Approval of Principal

Date

Approval of Superintendent

Date