

St. Clair County Schools

Official Swap Day Form

Only those trainings approved in advance can be accepted as a swap day. There is only **one** opportunity for a swap day included in the 2019-2020 academic calendar.

Teacher: _____

School: _____

Teaching Role / Assignment: _____

Title of Training: _____

Location of Training: _____

Date(s) of Training: _____

Length of Training (hours): _____

I would like to exchange this training for the professional development day of **February 17, 2020**.

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

- The training must last six (6) hours or longer.
- The training 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 request to be processed. An approval will not be granted if the form is not submitted before the assigned deadline.
- This form must be completed in its entirety.
- The research-based training must be relevant to the employee's work assignment and professional development need based on the school improvement plan, evaluation, or district professional development plan.
- The attendee must share information from the training 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 a brochure or flyer advertising the training.

I also understand that I must provide written documentation in the form of a certificate of attendance for the training 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: _____