

ST. CLAIR COUNTY BOARD OF EDUCATION OFFICIAL SWAP DAY FORM

Only those Trainings 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 Training: _____

Location of Training: _____

Date(s) of Training: _____

Length of Training (hours): _____

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

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 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 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 _____