

**FORM ROUTING**

**Form goes to:**  
Principal \_\_\_\_\_  
Staff Member \_\_\_\_\_

**When complete, copy goes to:**  
Principal \_\_\_\_\_  
Staff Member \_\_\_\_\_

**EPPING SCHOOL DISTRICT**

**Application for Additional Training & Curriculum Work**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_  
School: \_\_\_\_\_ Email: \_\_\_\_\_  
(Required for questions and/or notification)

Type of Request (choose one):

Additional training \_\_\_\_\_ or Curriculum work \_\_\_\_\_

Number of days requested: \_\_\_\_\_

Individual Request \_\_\_\_\_ or Professional Learning Team Request \_\_\_\_\_

Describe the details of the activity and its purpose including a rationale for the activity and its relationship to the School/District goals and your Professional Learning Plan.

A. What: \_\_\_\_\_

B. When: \_\_\_\_\_

C. Team Members: \_\_\_\_\_

D. Why: \_\_\_\_\_

E. Product: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Days Approved: \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Not Approved \_\_\_\_\_

Account: 10-2210-5112

District/School Code (Circle one): EES 10 EMS 20 EHS 30 District 00

District's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RETURN FORM TO SCHOOL OFFICE**

#### General Criteria for Approving Additional Training & Curriculum Work

1. The form must be completely filled out and approved by supervisor and submitted to school office for processing.
2. Additional training and curriculum work is conducted on non-school days per the District school calendar or outside of the teacher school day defined in the Teachers' Agreement.
3. Teacher must submit requests 2 weeks in advance.
4. Teacher will not receive compensation for days worked without prior written approval from school principal and district administration.
5. Approval subject to Teachers' Agreement - Teachers who work additional days for the purpose of training and/or curriculum development with prior approval from the school administration will be compensated at the rate of \$ \$150.00 per day for the 2011-2012 school year with the day defined as 6.0 hours for this section. Compensation will be prorated for less than a full day as defined per this section. Principals will have five (5) working days after the completion of the training/workshop to submit the proper paperwork for the teacher's payment to the Superintendent's office. Payment to the teacher will be made within twenty (20) working days from the time the proper paperwork is received in the Superintendent's office.
6. Approval subject to alignment with school/district goals and available funding.