

2018-2019 Comp/Personal Day Form

SUPERVISOR APPROVAL FOR WORKSHOPS IS NECESSARY PRIOR TO SUBMISSION OF THIS FORM TO CAMPUS OFFICES

Staff Name: _____ Date: _____

Campus: _____

ALL FORMS MUST BE SUBMITTED BY 8-14-18 TO YOUR CAMPUS OFFICE.

Dates available for Comp/Personal Day: January 3rd and January 4th, 2019

**Comp Day Credit for December 20th, 2018 is available only by completion of all assigned EduHero Compliance Courses by Friday, September 28, 2018. No exceptions.*

For **January 3rd, 2019** I plan to:

_____ Use one of my state personal days

_____ Use one of my local personal days

_____ Attend the professional development workshop/conference below and use it as comp time for this date

Workshop/Conference title, times and date(s):

Paraprofessionals only...

_____ Use accrued comp time with prior approval by my campus administrator

Counselors only...

_____ Use time from CBE administration(s) or other student evaluations

Approval Signature from Administrator: _____ Date: _____

For **January 4th, 2019** I plan to:

_____ Use one of my state personal days

_____ Use one of my local personal days

_____ Attend the professional development workshop/conference below and use it as comp time for this date

Workshop/Conference title, times and date(s):

Paraprofessionals only...

_____ Use accrued comp time with prior approval by my campus administrator

Counselors only...

_____ Use time from CBE administration(s) or other student evaluations

Approval Signature from Administrator: _____ Date: _____

Note: If you are a presenter at the Cardinal Conference, you will receive ONE comp day for your preparation (The presentation itself is during contract time.) Please list the TITLE of the session above in the Workshop/Conference area. Final presentations will be approved by the Curriculum and Instruction Office.