

Professional Development/MEA Substitution Form
Rocky Boy School District 87J-L
81 Mission Taylor Road
Box Elder, MT 59521

Teachers have the option of substituting District approved professional development for four [4] of the seven PIR dates, but cannot substitute beginning of the year orientation PIR dates. The superintendent will have the final authority to approve or deny any request, once the proper application process, guidelines, and timeline have been met. Professional development must occur between June 1 and May 31 of each contract year.

Teachers requesting to substitute professional development must submit this request to the building principal by May 15 of each year. The principal will be notify the teacher of approval or denial by May 25; if principal does not render a decision, this form should be forwarded to the superintendent for approval on or before May 31. Any written request submitted for approval and not responded to by the school administration by May 31 will be considered approved.

Does the training meet standards, benchmarks, and align with current professional development activities within the school: Yes No

Is the training directly related to the individual's current job assignment, will it impact the individual's professional practice, & will it impact student learning: Yes No

Is the professional development session(s) listed below at least six (6) hours in length?: Yes No

Does the training fit within the Schoolwide Plan, Effective School's Model, annual school wide & Board Goals?: Yes No

Date	Training Name	Location	Hours	Substitution Date

Proof of attendance at sessions noted above is required (paid registration form, workshop attendance sheet, etc)

Signature of Teacher

Building Principal

Date of Approval

Superintendent

