

Randolph Field I.S.D.
Professional Staff Comp. Day Application
2011-2012 School Year

Name(s): _____

Title of Session: _____

Focus of Session: _____

Date(s) of Session: _____

- 3 comp days for the 2011-2012 school year – training received outside the school day
- 6 hours = 1 day, 3 hours = ½ day
- Summer workshops require principal approval by June 6, 2011. Fall, winter or spring workshops must be approved 2 weeks prior to session date.
- Professional Development sessions must be related to assignment.
- Requires principal approval prior to registration.
- If team session – all members of the team must be present (agenda included with request, and Sign-In Sheet and notes to be provided after session).
- Teachers, counselors, librarians, nurses, principals are included.
- Documentation of attendance (certificate, Staff Development Reflection Sheet completed, team notes, etc.) will be submitted to principal after completion.
- Personal leave will be used if comp day requirement(s) are not met by June 2, 2012. If there are no leave days available for an individual, three days of pay will be deducted from the person's June check.
- The three Comp. Days are taking the place of the staff development days on October 28 and November 21 and 22, 2011.

Principal Signature

Approval Date