

**\*\*DO NOT USE THIS FORM FOR ON-YOUR-OWN IN-SERVICE SUBSTITUTION.\*\***

RHEA COUNTY SCHOOL SYSTEM

**PROFESSIONAL DEVELOPMENT DAY**

**SUBSTITUTION FORM**

SCHOOL YEAR: 2009-2010

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT DAYS TO BE USED IN ADVANCE:**

\_\_\_\_\_ Friday, February 12, 2010                      \_\_\_\_\_ 1/2 day                      \_\_\_\_\_ 1 day

\_\_\_\_\_ Tuesday, March 9, 2010                      \_\_\_\_\_ 1/2 day                      \_\_\_\_\_ 1 day

ON-SITE WORKSHOP TITLE: \_\_\_\_\_

DATE(S) OF ATTENDANCE: \_\_\_\_\_

TIME(S): \_\_\_\_\_ 1/2 day    \_\_\_\_\_ 1 day    \_\_\_\_\_ 2 days

COMMENTS:

APPROVED:    \_\_\_\_\_ YES    \_\_\_\_\_ NO    \_\_\_\_\_

APPROPRIATE SYSTEM-WIDE SUPERVISOR

**PLEASE NOTE: If you do not use a Substitution Day for Professional Development, you MUST REPORT to your school on those particular days.**

**This form is for Professional Development Substitution ONLY. Although you are substituting a day for Professional Development and you have been approved for this substitution, you **MUST** sign in on your school's sign-in sheets for that particular Prof. Dev. Day. If you fail to sign in, you may be counted absent by the Finance Office.**