



**Killeen ISD**  
**Teacher Request for Exchange Days**  
**August 6 and 7, 2019**

**Complete and submit this document to your campus administrator no later than May 31, 2019.**

Teacher Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Campus \_\_\_\_\_ Teaching Assignment \_\_\_\_\_

Teachers have the option to “exchange” **August 6 and 7, 2019**, for 2 days (12 hours) of professional learning earned between June 3, 2019 and August 5, 2019.

**Professional learning session eligibility:**

1. A minimum of 12 hours as a learner or as a presenter (may be comprised of more than one session) between June 3, 2019-August 5, 2019 is required to exchange for August 6 and 7, 2019.
2. \*In-district or out-of-district learning during **non-contract** days (June 3, 2019-August 5, 2019 **only**).
3. Related to 2019-2020 teaching assignment (specific content area or classroom management, technology, differentiated instruction, under resourced learners, etc.).
4. No compensation or stipend received for attending or presenting sessions.

**\*I understand that Killeen ISD is NOT responsible for paying the cost of registration fees, travel, meal reimbursement, etc. if I choose to attend an out-of-district session.**

**Teachers should:**

➤ **Select one of two options:**

1. Participate in 12 hours of professional learning in exchange for attendance on August 6 and 7, 2019.  
OR
2. Participate in professional learning on campus on August 6 and 7, 2019.

- Provide proof of attendance to building principal on or before August 5, 2019. If proof of attendance (Eduphoria Workshop transcript, conference certificate, etc.) has not been received by this date, attendance at campus professional development on August 6 and 7, 2019, is required.

➤ **Provide to the principal your plan for 12 hours of professional learning on or before May 31, 2019.**

➤ **Provide to the principal proof of attendance for 12 hours of professional learning on or before August 5, 2019.**

**OPTION 1: Participation in 12 hours of Professional Learning as Exchange for August 6 and 7, 2019.**

**Session I:**

Professional Learning Session: \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Hours \_\_\_\_\_

Please briefly describe how the professional development activity will be utilized to improve the instructional process and effectively prepare students to meet state or local achievement standards.

**Session II:**

Professional Learning Session: \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Hours \_\_\_\_\_

Please briefly describe how the professional development activity will be utilized to improve the instructional process and effectively prepare students to meet state or local achievement standards.

**Session III:**

Professional Learning Session: \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Hours \_\_\_\_\_

Please briefly describe how the professional development activity will be utilized to improve the instructional process and effectively prepare students to meet state or local achievement standards.

**Session IV:**

Professional Learning Session: \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Hours \_\_\_\_\_

Please briefly describe how the professional development activity will be utilized to improve the instructional process and effectively prepare students to meet state or local achievement standards.

**Session V:**

Professional Learning Session: \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Hours \_\_\_\_\_

Please briefly describe how the professional development activity will be utilized to improve the instructional process and effectively prepare students to meet state or local achievement standards.

**Session VI:**

Professional Learning Session: \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Hours \_\_\_\_\_

Please briefly describe how the professional development activity will be utilized to improve the instructional process and effectively prepare students to meet state or local achievement standards.

**Use additional pages if needed.**

**OPTION 2—Participation in Professional Learning on August 6 and 7, 2019:**

I select not to participate in the exchange days and will attend professional development at my campus on August 6 and 7, 2019.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Employee accepts responsibility to provide to the principal proof of attendance for 12 hours of professional learning on or before August 5, 2019.

**Circle One:**      **Approved**      **Not Approved**  
**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_