

JUNCTION ISD
2018-2019 SCHOOL YEAR
IN-SERVICE AND COMP "TRADE DAY" GUIDELINES

**DAYS/HOURS
FULFILLED
DUE TO PRINCIPAL
BY 8/6/2018**

NAME _____ POSITION _____

Please provide documentation for 54 hours (9 days) of professional development that you **ATTENDED** for your comp/"trade" days in the 2018-2019 school year. The following are the days that these summer training hours will replace:

Failure to attend 54 hours (9 days) of summer training will result in the loss of pay at employees daily rate per day.

Training Attended

| Comp Day | Date Attended | Hours | Name of Training |
|-------------|----------------|----------------|------------------|
| August 6 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| August 7 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| August 8 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| August 9 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| August 10 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| November 19 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| November 20 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| January 21 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| May 28 | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. |
| Total Hours | | | |

DOCUMENTATION OF ACTUAL TRAININGS ATTENDED MUST BE SUBMITTED TO THE CAMPUS PRINCIPAL BY DATE OF FIRST COMP DAY ALONG WITH THIS FORM.

Employee Signature

Date

Principal Signature