

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

PLANNED DAYS
DUE TO PRINCIPAL
BY 5/23/2018

NAME _____ POSITION _____

Please provide documentation for 54 hours (9 days) of professional development that you **plan** to use 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			

Forms are due to your campus principal PRIOR to leaving for the summer. DOCUMENTATION OF ACTUAL TRAININGS ATTENDED MUST BE SUBMITTED TO THE CAMPUS PRINCIPAL BY DATE OF FIRST COMP DAY.

Employee Signature

Date

Principal Signature