

Date to be completed by:
June 12, 2015

School Related Professionals Summer Work Day
Prior Approval and Verification Form

Name: _____

Date: _____

All **paraprofessionals, school nurses, health office assistants and tutors** are required to work one day in the summer, as specified in the PDTA contract, with prior approval from the Principal. This work should be closely aligned to the SRPs school year duties whenever possible. However, there may be times during the summer when clerical work can be approved. Please be sure to complete section I before scheduling the summer work day, and then section II subsequent to the work day. It is the responsibility of the SRP to submit this form to the Principal. Names of SRPs not submitting a completed form to a Principal will be given to the Human Resource Office as of September 1.

I. Prior Approval:

<u>Activity</u>	<u>Date(s)</u>	<u>Principal's Signature</u>
Summer Work Day		

II: Completion:

<u>Activity</u>	<u>Date(s)</u>	<u>Principal's Signature</u>
Summer Work Day		

SRP Signature: _____ Date: _____

Original to Principal
SRP should retain a copy for their records