

**School Related Professionals Summer Workday**  
**Prior Approval and Verification Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

All **paraprofessionals, school nurses, and tutors** are required to work one day in the summer (6 hours, prorated for part-time employees), 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 workday, and then section II subsequent to the workday. 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: Please submit form by June 13, 2025**

<b><u>Activity</u></b>	<b><u>Date(s)</u></b>	<b><u>Principal's Signature</u></b>
<b>Summer Workday</b>		

**II: Completion:**

<b><u>Activity</u></b>	<b><u>Date(s)</u></b>	<b><u>Principal's Signature</u></b>
<b>Summer Workday</b>		

**SRP Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original to Principal  
SRP should retain a copy for their records