



Porter Township School Corporation

SPECIAL EDUCATION TEACHER REQUEST FOR IEP DAYS (PROFESSIONAL LEAVE)

All requests must be received in the principal's office 10 days before the IEP day is to be taken. IEP days are granted for the purpose of preparing for and/or conducting Annual Case Reviews. In advance of these days being taken, other special education staff members in the building have been apprised, and the principal's / superintendent's approval has been obtained, as verified by his/her signature below. For staff in multiple buildings, the principal's signature should be provided by the principal where the staff member would have reported on the designated date.

Staff Member: _____ Building: _____

Date(s): _____

Half Day AM Half Day PM Full Day

The requested date(s) are to: Prepare for ACR's Conduct ACR's Both

Is a substitute teacher required? Yes No

If a substitute is required, please enter the day of absence into AESOP

If the IEP day does not require a sub who will be in charge of your classes or activities?

Teacher Signature _____

Date _____

Approved _____ Refused _____ Comments: _____

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date _____