

## Lake Chelan School District Optional Time Verification Form

### Professional Development Optional Day

One (1) day shall be for professional development focusing on classroom instruction. Teachers will select from a menu of professional development opportunities provided by the district throughout the course of the school year. These opportunities will be available after school and communicated to all staff at the beginning of the school year. To receive payment for this Professional Day, teachers will attend district sponsored workshops and be able to time sheet up to 7.5 hours.

EMPLOYEE NAME: \_\_\_\_\_

<i>Dates:</i>	<i>Description of work:</i>	<i>Hours Worked:</i>
<b><i>Total Hours Worked</i></b>		<b><i>7.5 hours</i></b>

\*Time verification form must be received by the last day of school to be paid.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_