

**West Springfield
Partnership For Education
2010 – 2011
Creative Day – Substitute Application**

PURPOSE: To provide substitute pay to give educators opportunities to enhance and enrich their teaching with out-of-the classroom experiences.

PROCESS/TIMELINE: Teachers must complete and submit a copy of this application prior to the fifteenth of the month preceding the requested day.

1. Fill out the application.
2. Have your principal approve the request.
3. Send the application through interoffice mail to:
Joann Tratiak
West Springfield Middle School
4. You will be notified in writing as to whether or not your application is approved.
5. Fill out the normal "Request for Temporary Leave" form. For reason, write in RED, "Creative Day."
6. Follow the normal procedure in processing that form.

EVALUATION: Teachers who use a Creative Day are asked to send a brief summary of their experience to the Creative Day Committee, who will in turn submit it to the Partnership.

APPLICATION

Name _____

Date _____

School _____ Grade _____

Subject _____

Date(s) of requested release day(s) _____

Principal's Signature _____

Creative Day Proposal:
