

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 75

TEACHER'S REQUEST FOR RELEASE OR FLEX DAY

A teacher who is employed in M.S.A.D. No. 75 will be allowed release time to participate in educational initiatives at the State, District or building level. The building administrator must approve this request before being sent to the Assistant Superintendent for final approval and processing. A teacher also is allowed a flex day in accordance with Article VII of the negotiated agreement.

Date Submitted: _____ Date of Event (or Flex Day): _____

Teachers Name: _____

Name of event: _____

(For a Flex Day, list the date actually worked)

Committee or organization: _____

If School account is to be used for substitute, fill in account number in "Other" block below.

Teacher's Signature: _____ Administrator's Signature: _____

Approved Not Approved

Assistant Superintendent's Signature
(Not required for Flex Day)

RELEASE OR FLEX SUBSTITUTE TEACHER TIME SHEET

(For Teacher Named Above)

Name: _____

Date: _____

Address: _____

Arrival Time Departure Time

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SUBSTITUTE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

Billing Address or Attach Billing Form

Release: _____
Write in Account Number

Other: _____
Write in Account Number

IF BILLING ADDRESS NOT INCLUDED, CHARGE WILL GO TO SCHOOL'S RELEASE ACCOUNT

RETURN TO MAIN OFFICE BEFORE LEAVING