

**Extended Day  
Payment Form  
2025 - 2026**

**Name** \_\_\_\_\_

**School** \_\_\_\_\_

The Extended Day component provides four school level days, **pre-approved** by the Principal and/or the appropriate District Supervisor. These days are to be used for staff and curriculum development goals that meet the strategic plans of the School, District, and State. Approved professional development opportunities must align with:

- TSSA framework Identified School Needs;
- Collaborative Team Identified Needs; or
- Individual teacher professional learning needs based on observation and professional growth plan.

Complete both sections and turn this form into your Principal by the first working day of the month. The original with the date paid will be returned to you and should be retained for subsequent Extended Day Payment requests. All Extended Days must be submitted by May 1 of each school year.

<b>Day 1</b>	<b>Professional Development</b>	<b>Date(s)</b>	<b>Hours</b>
	<i>Approval Signature:</i>	<i>Date Paid</i>	<i>8 Hours</i>
<b>Day 2</b>	<b>Professional Development</b>	<b>Date(s)</b>	<b>Hours</b>
	<i>Approval Signature:</i>	<i>Date Paid</i>	<i>8 Hours</i>
<b>Day 3</b>	<b>Professional Development</b>	<b>Date(s)</b>	<b>Hours</b>
	<i>Approval Signature:</i>	<i>Date Paid</i>	<i>8 Hours</i>
<b>Day 4</b>	<b>Professional Development</b>	<b>Date(s)</b>	<b>Hours</b>
	<i>Approval Signature:</i>	<i>Date Paid</i>	<i>8 Hours</i>

Please write a brief description of what you learned through the Professional Development Opportunity you participated in.

<b>Day 1-</b>
<b>Day 2-</b>
<b>Day 3-</b>
<b>Day 4-</b>