Hardin ISD 2018-2019 Exchange Day
Professional Learning Planning and Approval Form

- All designated staff must complete a minimum of six (6) non-duty professional development hours to exchange for each of the following district Exchange Days, for a total of 18 hours:
  - **Monday, November 19, 2018**
  - **Tuesday, November 20, 2018**
  - **Monday, February 18, 2019**
- Professional Development for Exchange Days, including EduHero courses, must occur off contract time in order to apply toward the Exchange Days.
- This form must be completed and submitted to the building principal by **November 12, 2018**

Exchange Day	Session Title(s)	Session Date	Hours Accrued	Certificate Attached ✔	Principal Initials
Monday, November 19, 2018					

Exchange Day	Session Title(s)	Session Date	Hours Accrued	Certificate Attached ✔	Principal Initials
Tuesday, November 20, 2018					

Exchange Day	Session Title(s)	Session Date	Hours Accrued	Certificate Attached ✔	Principal Initials
Monday, February 18, 2019					

_____ _____

Employee's Signature Date Principal's Signature Date