

**Winston County Schools  
Flex-Day Request**

Only staff development activities approved in advance will be acceptable. The school calendar will reflect those days eligible for consideration as flex days.

TEACHER: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

TITLE OF ACTIVITY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE OF ACTIVITY: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

DURATION OF ACTIVITY: \_\_\_\_\_

I request to exchange this activity for one of the professional development flex days indicated on the school calendar. The date requested as a flex day is \_\_\_\_\_

In order to exchange the activity for a professional development day, the activity must meet the following requirements:

- The activity must last 6 hours or longer.
- The principal and the superintendent must approve the activity in advance.
- This form must be completed fully.
- The research-based activity must be relevant to the employee’s primary work assignment and must meet a need based on the school improvement plan, PEPE PDP, or school professional development plan.
- A copy of the brochure or flyer identifying details of the activity must accompany this form.
- Activity participation must be after the last day of the current school year and prior to the first day of the ensuing school year.
- A certificate of attendance must be provided by the first day of school to be filed by the school along with this form to document utilization of the flex day.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_