

## OPTIONAL DAY TIMESHEET



<b>Employee's Name</b> (please print):	
<b>Building:</b>	
<b>Date Submitted:</b>	

Each certificated staff member has available to them six (6) Optional Days as described below.  
These days are in addition to the five (5) Deemed Done days.

**PLEASE SUBMIT THIS TIME SHEET TO YOUR ADMINISTRATOR BY THE 1<sup>ST</sup> OF EACH MONTH FOR PAYMENT AT THE END OF THE MONTH.**  
*Optional Day Time Sheets not received by Payroll by the 5<sup>th</sup> of the month will be processed the following month.*

*You may submit one (1) or more days on each Optional Day Timesheet.*

OPTIONAL DAY	DATE WORKED
<ul style="list-style-type: none"> <li><b>SCHOOL IMPROVEMENT OPTIONAL DAY (I-728 DAY).</b> Describe site-based School Improvement Plan activity:</li> </ul>	
<ul style="list-style-type: none"> <li><b>CURRENT BASIC BODY OF KNOWLEDGE DAY</b> (check one or more applicable areas that you focused on during your work for this CBBK Day; no work product needs to be attached):   <input type="checkbox"/> Safety &amp; Liability                      <input type="checkbox"/> Assessment                      <input type="checkbox"/> Technology  <input type="checkbox"/> Curriculum                                      <input type="checkbox"/> Student Management/Discipline  <input type="checkbox"/> Instruction                                      <input type="checkbox"/> Public Relations/Communications</li> </ul>	
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<b>Employee's Name &amp; Signature:</b>	(Signature)	(Date)
<b>Administrator Signature:</b>	(Signature)	(Date)