

DELAWARE VALLEY SCHOOL DISTRICT

IEP DAY REQUEST FORM

Name	Building
Area of Special Education (e.g. Speech, Learning Support)	Date for Proposed IEP Day
	Full Day Half Day AM PM

IEP days may NOT be taken on Mondays, Fridays or on a day preceding/following a holiday.

APPLICANT SIGNATURE

Signature	Today's Date
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APPROVAL SIGNATURE

Principal	Principal Signature
Approves Request Denies Request	
Today's Date	

- **Special Education teachers requesting ½ or 1 day to prepare IEP documents or conduct IEP meetings must complete this form to obtain administrative approval.**
- **Teachers understand that the approval is based upon the availability of substitute teachers.**
- **Teachers will report to school on the designated IEP Day and complete IEPs or conduct IEP meetings throughout the contracted school day (or 1/2 day).**
- **Teachers will complete the IEP Day Request Form in advance, providing ample notice to the building principal and enter their absence in Frontline once approved.**
- **Upon completion of the IEP Day (1/2 day) please document work completed in space provided on the reverse side of this form, make a copy for yourself and your building and send the original to the attendance coordinator at the DO.**
- **DO NOT send this form until after the IEP Day and the form are completed.**

To maintain confidentiality - use student ID numbers ONLY - no initials or names

IEP Meetings Held	IEP Documents Completed