

**DELAWARE VALLEY SCHOOL DISTRICT  
IEP PROFESSIONAL DAY REQUEST FORM**

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

**Please note – IEP days may NOT be taken on Mondays, Fridays or on a day preceding or 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	

- **IEP Teachers requesting ½ or 1 Day as a Professional 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 Professional day and complete IEP's or conduct IEP meetings throughout the contracted school day (or 1/2 day).**
- **Teachers will complete the IEP Professional Request Day in advance, providing ample notice to the building principal and substitute coordinator (1 week in advance is the suggested timeframe).**
- **Upon completion of your IEP Professional day (1/2 day) please document work completed on space provided on reverse side of this document.**

Cc: Principal's Employee HR File (Original) HR/Attendance Office  
Special Education Supervisor

IEP Meetings Held	IEP Documents Completed

\*\* Use Student ID number to maintain confidentiality.