

## Flex Day District Reporting Form

I \_\_\_\_\_ will be working these Flex Day hours

for the Contract year \_\_\_\_\_ on the date(s) of

\_\_\_\_\_. Hours working: \_\_\_\_\_.

I understand that I need to report at my chosen time and leave no sooner than 4 hours or 8 hours other than taking a lunch break.

I also understand that if I cannot make the times or the day(s) I have selected on this form that it is my responsibility to notify the district office no later than 8:00 on the morning I had selected, leaving a message if necessary. If this happens I will submit a new form and the new date and times I wish to work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

(Any teacher who does not fulfill the obligation of submitting this form and working the Flex Day will be required to pay the district back the cost of the day in full.)