

School District #64 (Gulf Islands)
Request for Part-Time Teacher Services

Teacher services requested by and paid by:

School

Board

Other: _____

Principal or District Administrator to Complete Prior to Event

Teacher's name

School

Reason for request: _____

Consultation time _____

School business _____

Professional development _____

Staff interviews _____

District meeting _____

Professional growth _____

Other _____

FTE (instructional time*): _____ Commencing: _____ Ending: _____

Actual time (not instructional time*): Commencing: _____ Ending: _____

* FTE for work that is not instruction: _____

Principal

Date

Superintendent

Date

Budget allocation*: _____

Director of HR and Finance

Date

* Actual time will be factored to FTE by Director of HR in consultation with Supervisor and Secretary Treasurer.