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Weslaco Independent School District Human Resources Department

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Weslaco, TX 78599-0266



2022 – 2023 Non-District Sponsored Flex Day Pre-Approval Form

Name _____

Employee ID: _____

Campus/Department: _____

Staff members requesting Flex Day (FD) credit for a professional development session not hosted by Weslaco ISD must complete the following process to earn credit.

Step 1: Secure supervisor approval at least seven (7) days prior to the training session(s). The employee must submit this form and all information about the workshop to the supervisor when requesting approval.

Step 2: Once request has been approved, the employee may register for the session. A copy of this form will be attached to the travel request form.

Step 3: The employee submits proof of attendance at the approved training to their supervisor

Step 4: Upon completion of the training, upload a copy of the proof of attendance at the session and this form in order for final FD credit to be approved.

Affidavit:

I, the undersigned,

_____ will acquire these professional learning hours outside the contracted workday,

_____ will not supervise students during his time, and

_____ will not receive reimbursement or a stipend for the session(s) attended.

Signature of Staff Member

Date

Title of session: _____ Credit Hours _____

Date of session: _____ Location: _____

For Supervisor use ONLY:

Approved

Not Approved

Signature of Supervisor

Date

Note: FD hours will be forfeited if the FD Guidelines are not followed