

**Union Grove I.S.D.**  
**Professional Development Documentation**

As part of the 2024-2025 adopted calendar for Union Grove ISD, employees are required to receive and document, **THREE (3) EXCHANGE DAYS** (replacement time) in order to meet the number of contracted work days. If you do not get these days prior to the beginning of the school year, you may work on the day(s) that are scheduled for an exchange day.

1. Replacement time may be earned for:
  - a. Professional development in your specific teaching area
  - b. Paraprofessional approved clerical activities as assigned/approved by the Principal
  - c. College hours, which meet the criteria of the Superintendent
2. Replacement time guidelines:
  - a. A day is equal to six hours when obtaining approved professional development
  - b. Hourly employees will need eight hours
  - c. Must be approved by the principal prior to attendance
  - d. Documentation needs to be provided
  - e. Must not come at a cost to the district (\*unless pre-approved by principal)
  - f. Must be submitted to your campus Principal on, or before the first exchange day.
3. Replacement time may not be used
  - a. If you received any form of payment or stipend
  - b. For time spent during the school day or regular contracted day
  - c. In exchange for tutoring time
  - d. For Required meetings (i.e. faculty, IEP, RTI, 504)

Goal-Setting and Professional Development Plan from End of Year Conference:

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Date	Professional Development	Name of Presenter	Total Hours	Principal Approval

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Faculty Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date