

COLUSA UNIFIED SCHOOL DISTRICT Buy-back Alternative Request Form

This side of the form should be completed and submitted to your site administrator prior to utilizing your “staff development of choice” day. Review the following and submit this form to site administrator for approval.

- **Three (3) Buyback Days are required for all certificated staff. Beginning in 2007-08, one of the three days may be used for approved staff development of choice.**
- **Approved activities must take place between June 1st and May 30th of the year it is to be credited. For 2007-08: activities would need to take place between June 1, 2007 and May 30, 2008.**
- **Unused flexible buy-back days cannot be carried over to new school year.**
- **Unused buy-back day will be charged as no-tell, comp day or unpaid day based on available options to the staff member.**
- **Site administrators will plan activities to cover two of the three buy-back days. Staff members may review local options for covering third day if needed.**

Name:	Site:
Date of proposed activity:	Date of Request:
Staff Development Area:	
Description of Proposed Activity:	
Staff Signature:	Date:
Site Administrator Approval:	Date:

cc: Staff Member
Site Administrator
District Office - Personnel

Buy-back Alternative Completion and Feedback Form

This side of the form should be completed and entire form returned to site administrator within one week of utilizing your “staff development of choice” day. The completed form is confirmation that you have completed this day of service and provides valuable feedback for future evaluation of this alternative.

Name:	Site:
Staff Development Area:	
Activity Outcomes (i.e. personal, student, assignment gains):	
Completion Date:	
Staff Signature:	Date:
Site Administrator Signature:	Date:

cc: Staff Member
 Site Administrator
 District Office - Personnel