

**Request for Additional Para Work Time**

Paraprofessionals employed by BRIC work the same calendar days and contact hours as the special education paraprofessionals employed by the district to which they are assigned. The only exception is the extra day of participation in BRIC’s All Staff Fall Orientation.

We understand that in some rare situations, there may be a need for a BRIC para to work additional time beyond the district’s approved calendar days/hours for paras (e.g. for specialized training regarding a specific student). In such situations, ***prior approval is required.***

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| District Name: |  |
| BRIC Para Name: |  |
| Directing Teacher Name: |  |
| Amount of additional time requested: | Min. / Hr. |
| Proposed date of additional work time: |  |
| Rationale for additional time requested: |  |

Request submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: Yes \_\_\_\_ No \_\_\_\_ Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRIC Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: Yes\_\_\_\_ No \_\_\_\_ Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRIC Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: Yes \_\_\_ No \_\_\_\_ Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_