

# DELAWARE VALLEY SCHOOL DISTRICT

## IEP DAY REQUEST FORM

Name	Building
Area of Special Education (e.g. Speech, Learning Support)	Date for Proposed IEP Day
	Full Day Half Day                      AM                      PM

**IEP days may NOT be taken on Mondays, Fridays or on a day preceding/following a holiday.**

### APPLICANT SIGNATURE

Signature	Today's Date
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### APPROVAL SIGNATURE

Principal	Principal Signature
Approves Request                      Denies Request	
Today's Date	

- **Special Education teachers requesting ½ or 1 day to prepare IEP documents or conduct IEP meetings must complete this form to obtain administrative approval.**
- **Teachers understand that the approval is based upon the availability of substitute teachers.**
- **Teachers will report to school on the designated IEP Day and complete IEPs or conduct IEP meetings throughout the contracted school day (or 1/2 day).**
- **Teachers will complete the IEP Day Request Form in advance, providing ample notice to the building principal and enter their absence in Frontline once approved.**
- **Upon completion of the IEP Day (1/2 day) please document work completed in space provided on the reverse side of this form, make a copy for yourself and your building and send the original to the attendance coordinator at the DO.**
- **DO NOT send this form until after the IEP Day and the form are completed.**

To maintain confidentiality - use student ID numbers ONLY - no initials or names

IEP Meetings Held	IEP Documents Completed