

**PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT
Educational Support Staff
ADDITIONAL DAY ASSIGNMENT FORM
FOR PERMANENT PART-TIME SCHOOL YEAR ESP STAFF**

ESP secretaries and paraprofessionals workdays are scheduled by classification. Only those scheduled days may be worked. Additional days must be assigned by your supervising administrator. These additional days include records day, parent conferences, staff development and early release days.

Please check with your administrative supervisor at least two weeks before the anticipated additional day to determine if you need to work on that day. All additional days assigned must be authorized by your supervising administrator. No additional days should be worked nor payment made without this signed form attached to your timesheet. *The two in-service days prior to school starting will not require this slip.*

I authorize _____ (employee) to work on the following day:

Check One	Type of Day	Date (circle)
	Records Day	
	Parent Conferences	
	Staff Development Days	
	Early Release Days	
	Other:	

Supervising Administrator Signature

Date

ATTACH THIS SIGNED FORM TO YOUR TIMESHEET FOR THE PAY PERIOD COVERED BY THE ASSIGNED DATE LISTED ABOVE.

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