

Jenny A. Durkan, Mayor Dwane Chappelle, Director



# **SPP/Pathway & SPP HUB Classrooms**

# **Teacher Release Time - Monthly Invoice**

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Agency Name:		-	and Early Loa	rning		
Address:		·	tment of Education a x 94665	and Early Lea	Hillig	
Contact Person:			x 94665 e WA 98124-6965			
Phone:		<del></del>	-677-1723			
Email: For training during moi	ath of:		.Klein@seattle.gov			
for training during mor		<u>Dallas</u>	.Kieiii@seattie.gov			
	Lead/Asst/					
Teacher	Substitute	Date(s) of	Name	# of	Hourly	
Name	Teacher	Training	of Training	Hours	Rate*	Total
First & Last Name	① A S	mm/dd/yr to mm/dd/yr	Pre-Service	18	\$19	\$342
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•	y agency paid the a a substitute for a te		for the dates above n eligible training.	—either for a	ittending eli	gible



# **Teacher Release Time Frequently Asked Questions (FAQ)**

### Is release time covered in school year 2021-22?

Yes! Release time can be invoiced for up to 28 days per school year per preschool teacher.

### Who is eligible for release time?

Teachers who are part of a Seattle Preschool Program (SPP) or Pathway agency.

## Are Birth-to-Three providers eligible for release time?

Yes! Birth-to-Three providers who are enrolled in a Birth-to-Three cohort may invoice for up to 15 days of release time.

#### Who submits the release time form?

The director or supervisor should submit the release time form.

### What trainings are eligible for release time?

All DEEL-hosted training during work hours is eligible for release time. Due to COVID-19, during the 2021-22 school year, we will approve release time for evening and weekend trainings at the teacher's regular hourly rate. We are not able to pay for overtime.

# What about trainings that are not DEEL-hosted?

DEEL will approve release time (within the limits defined above) for training that is hosted by other organizations if it falls into one of the following categories:

- ASQ-3 and ASQ-SE
- Specialized/focused content areas such as: race and social justice; trauma; inclusion; and socialemotional learning.
- Curriculum and/or assessment training such as: HighScope, Creative Curriculum, Teaching Strategies GOLD, ECERS, and CLASS.

Training outside of these categories must be pre-approved by DEEL on a case-by-case basis.

### Are virtual trainings eligible?

Yes! Virtual trainings that are delivered in a live setting are eligible for release time.