



**Teachers Helping Teachers 2018-2019 Series**

OSSTF District 20 is sponsoring release time for *collaborative planning* projects involving teams of 2-3 permanent contract teachers. These projects may be departmental, interdepartmental, or involve teachers from different schools. Teachers may apply for up to 1 half day of release. As funds are limited, approval for projects will be based on a first come-first serve basis and the number of applications submitted taking into consideration the schools and subject areas represented.

Please complete both pages of the application and submit to Janet Scott, Educational Services Officer, Janet.Scott@d20.osstf.ca. Please note that we require a minimum of 2 weeks to request and obtain a SmartFind code for each project.

Teachers Names and School(s) – maximum of 3 per request:

TEACHER NAME	SCHOOL

Please provide a comprehensive description of the project.

SUBJECT AREA	GRADE	COURSE CODE	TOPIC/THEME

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Proposed work location: (**Note:** work must be undertaken at an HDSB location or the OSSTF TBU Office.)

Date and time for which coverage would be needed: (**Note:** Please indicate for each teacher whether a 1/3 or 2/3 release is required – number of periods that require supply coverage; approved projects will receive a SmartFind Code.)

Teachers from each school represented by the request must obtain the signature of an Administrator (P/VP) indicating they have been advised of the project proposal and the request for release time.

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Signature of Administrator

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
School