

**Solano/North Bay/Contra Costa
Teacher Intern Program
Contra Costa County**

Teacher Interns

Please staple this form to your official district leave slip for each day of Teacher release time that you took to observe your Mentor Coach and/or other classroom teachers using the Solano/North Bay/Contra Costa/ Teacher Intern Program funds.

Reason for absence: School Business - Release day to observe other teachers

Name of absent employee: _____

Name of substitute: _____

Date of absence: _____

Name of School Site/: _____

Name of School District: _____ Unified School District

Name of Mentor Coach/Peer Support Provider:

Signature of Principal/Administrator/Date

**Signature of Absent Employee/Date
(Teacher Intern)**

Employee: Please submit this completed form to school upon your return to work.
Principal/Supervisor: Please route this form to Human Resources attached to the District's Absence report.
Human Resources Please route this form to your Business Department attached to backup documentation
(time sheet and verification of **actual** sub cost)
Business Department - Please Invoice:

Solano/North Bay Teacher Intern Program
ATTN: Priscilla Ramelo, Educational Services
Solano County Office of Education
5100 Business Center Drive, Fairfield, CA 94534