

OBSERVE A COLLEAGUE

GUIDELINES (Please read carefully)

1. Teachers on temporary, probationary, interim, and continuing contracts as well as substitute teachers are all eligible to apply for release time to observe a colleague.
2. A total of \$19,000 is available to be accessed. Funds will be divided between two rounds of \$9,500 each. Monies that are not used from the first round will be carried over and added to the amount of money available in the second round.
3. Teachers may submit one (1) application per term, to a maximum of two (2) applications per school year. Applications for Round 1 will need to be completed no later than January 31, 2026, and applications for Round 2 will need to be completed no later than June 15, 2026.
4. The money available covers the supply cost for the teacher attending the observation; therefore, **only the teacher requiring a supply teacher needs to submit an application.**
5. Teachers may apply for a half-day or a full day of release time.
6. Applications will be considered on a first-come, first-served basis.
7. Observations must be tied to Division priorities, school initiatives, leadership growth, or teacher professional growth plans.
8. Observations may be taken on Tuesdays, Wednesdays, or Thursdays. Observations on Mondays and Fridays will **ONLY** be considered for those whose teaching assignments are restricted to those days. Observations attached to a long weekend; holiday or natural break will not be approved.
9. **The number of observations is limited to two per day, division wide.**
10. Teachers applying for observation release time must make arrangements with their administrator prior to submitting their application. Applications that are submitted without the written consent of the school administrator will be deemed incomplete and will not be considered.
11. Teachers applying for observation release time must make arrangements with the school they are visiting prior to submitting their application. The teacher being observed is expected to notify their administrator prior to the observation taking place. Applications that are submitted without the emailed consent of the receiving school administrator will be deemed incomplete and will not be considered.
12. Teachers applying for observation release time must be employed within Edmonton Public Schools; however, the observation may take place in other divisions if agreed upon by the teacher being observed and their respective administrator(s).
13. **Correctly completed applications must be received by the Local's office at least 14 operational days in advance of your chosen observation date. Failure to do so will result in your observation request not being approved.**
14. Once approved, you must book your own supply teacher using the code "ATA Local Business: Local to Pay".

Complete your application online through the Google Form
<https://forms.gle/nc4aWNzStFfy2NXE6>

