

**Ashe County Schools**  
**Extracurricular Duties Request Form 2015-2016**

*To be completed annually by all beginning teachers (0-3 years of experience) and teachers with 27+ years of experience who request extracurricular duties. Please see ACBOE Policy 6265: Extracurricular and Non-instructional Duties.*

**Extracurricular Duties Defined:**

Those duties performed outside the regular school hours that are not a part of the teacher's instructional duties.

***Examples of extracurricular activities for which consent is required:***

- *Coaching*
- *Faculty sponsor for a student club*

***Examples of extracurricular duties DO NOT include:***

- *Parent-teacher conferences*
- *Activities related to courses taught by the teacher (i.e. band concerts, field trips)*
- *Bus duty, hall duty, cafeteria duty*

**Date:** \_\_\_\_\_

**I, \_\_\_\_\_, voluntarily request an extracurricular assignment as follows for the 2015-2016 school year.**

**Extracurricular Duties Requested:**

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**Respectfully submitted,**

\_\_\_\_\_  
**(Employee's Signature)**

**Principal to complete:**

Extracurricular duty / duties approved by \_\_\_\_\_, Principal

Date: \_\_\_\_\_

*Place original in teacher's evaluation file at building level and submit to personnel office at end of school year.  
Teacher should retain a copy for their personal/professional development file.*