# BTSA South Bay Consortium

# Program Extension Request

If you are unable to complete the program requirements within the timeline for the year due to extenuating circumstances (illness, death in family, maternity leave, etc.), please notify the **Consortium Coordinator** as soon as possible. The **Consortium Coordinator** will make an appointment with the Participating Teacher and Support Provider to review the request and develop a completion plan. **There may be a cost to the Participating Teacher to continue in the program if requirements are not completed in the two-year time frame. Cost will be determined by the number of elements to be completed and the time and the support needed to complete them.**

**Name Date**

# I. Elements of Induction Program to be completed:

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| Induction Program Activities | Professional Development Elements |
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# II. Plan for Completion: (timeline and support needed)

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| Activity | Completion  Date | Support Needed: |
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# III. Reason for Extension Request:

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# Approved: Date:

 Induction Consortium Coordinator