

It is essential that our Interns are observed by you regularly, and that they have opportunities to observe other master teachers. The CIT Office has a limited bank of CIT Sub Days for this purpose. These days should be well planned and purposeful. Avoid using CIT Sub Days for tasks or conferences that can be completed outside the school day. Our goal is to provide consistent support with minimal disruption to school instruction and services.

CIT SUB DAY PROCEDURE

When a **Mentor** requests a CIT Sub Day, there are **TWO** steps:

1. It is the responsibility of the CIT Mentor to complete the on-line [CIT Day Request Google Form](#) at least one week **PRIOR** to taking the day. The link and other information can be found on the CIT Mentor Resources page of the CIT Website: www.rcsdk12.org/CIT/Resources. You will need to know:
 - The name of the teacher who will be taking the CIT Sub Day (In other words, who will be absent?)
 - The date for the upcoming CIT Day.
 - Specify Full Day, Half Day/AM, or Half Day/PM
 - The school/work location of the teacher taking the CIT Sub Day
2. Mentors and Interns must also follow **school building procedures** for arranging absences.

The CIT Department *does not* arrange for substitutes; we only provide a budget code to pay for the substitutes.

Please make sure your intern understands and follows the procedures for obtaining a sub at his or her school. **THIS IS VERY IMPORTANT!**

We must make every effort to minimize disruption to school instruction and services. **Advance notice is key to the smooth use of CIT Sub Days.**

Be sure that your intern visits classrooms on a CIT Sub Day with intention. Observations of other teachers should be purposeful. You should assign your intern something to look for, to report back on, and/or to apply to his/her own classroom.

You can use the “Guided Observation Form” as a tool with your intern.