

# PROFESSIONAL LEAVE

## (Request For Approval To Be Away From District)

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

I Request permission to be away from the School District on the Listed Dates for the stated purpose.

Check one:

\_\_\_\_\_ Meeting Title/Subject \_\_\_\_\_

\_\_\_\_\_ Seminar/Workshop Date(s) \_\_\_\_\_

\_\_\_\_\_ Other (List) \_\_\_\_\_ Location \_\_\_\_\_

Purpose: \_\_\_\_\_

Goals/Objectives: \_\_\_\_\_

\*CIP Goal & Task Addressed (Number & Description): \_\_\_\_\_

Cost:	Meals _____	Registration _____
	Room _____	Substitute _____
	Trans. _____	Other _____
	Parking _____	Total _____

Budget/Appropriation Code:\* \_\_\_\_\_

Submitted By: \_\_\_\_\_

Approvals/Signatures: (Sign in appropriate space)

	APPROVED	DISAPPROVED	DATE
Athletic Director (if required)	_____	_____	_____
Principal/Supervisor	_____	_____	_____
Treasurer	_____	_____	_____
Superintendent	_____	_____	_____
Board of Education (if required)	_____	_____	_____

Remarks: \_\_\_\_\_

Instructions: Complete And Return To Your Principal/Supervisor Whenever Possible Allow One Week For Processing, Except If BOE Action Is Required Then Submit 2 Weeks Prior To Board Meeting. Attach Supporting Documentation If Available. If More Space Is Needed, Use Back Of Sheet.