

Request for Professional Leave

Staff Member _____ Date Submitted _____

The Request:

Please check:

- _____ regular school day
- _____ staff development day
- _____ other

Requested Date of Leave _____

Nature/title of proposed activity:

Funding Requested \$ _____

Estimated Mileage/Cost _____

Attach a copy of the brochure/
announcement/registration form.

Rationale for Request

Please check the area on which the request is based:

- _____ school improvement goal
- _____ curriculum implementation
- _____ professional growth objective
- _____ committee representation
- _____ professional service
- _____ co-curricular role
- _____ professional organization, affiliation, leadership
- _____ other professional need

What specific need will be addressed?

How will your in-district professional responsibilities for that date be met?

*Be sure to include **ALL** duties.

Disposition of Request

This request is:

- _____ approved
- _____ denied

If denied. . .

Reason for denial:

If approved. . .

Staff development experiences should be shared as appropriate. Recommended approaches for sharing:

- _____ staff meetings
- _____ grade level meetings
- _____ team meetings
- _____ department meetings
- _____ brief synopsis
- _____ handouts
- _____ other _____

Date _____

_____ Initials of Principal/Staff Development Team Rep

Funding:

_____ **Approved for \$** _____

_____ **Not Available**

Referred to _____ **41**

THIS COMPLETED FORM SHOULD BE SUBMITTED TO YOUR INTERDISCIPLINARY COORDINATOR.