**Request for Professional Leave**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Member** | Click here to enter text. |  | **Date Submitted** | Click here to enter text. |
| **Directions: Please complete form electronically then print for submission of approval.** |

**The Request**

**Please check:**

|  |  |
| --- | --- |
| [ ]  | Regular school day |
| [ ]  | Staff development day |
| [ ]  | Other |

**Requested Date of Leave:**

Click here to enter text.

**Building Level Request:** [ ]

**District Level Request:** [ ]

**Nature/title of proposed activity:**

Click here to enter text.

**Building Funded:** [ ]  **Yes** [ ]  **No**

**Funding Requested:** Click here to enter text.

**Registration:** Click here to enter text.

**Mileage:** Click here to enter text.

**Rationale for Request**

**Please check the area on which the request is primarily based:**

|  |  |
| --- | --- |
| [ ]  | School improvement goal |
| [ ]  | Curriculum implementation |
| [ ]  | Professional growth objective |
| [ ]  | Committee representation |
| [ ]  | Professional service |
| [ ]  | Co-curricular role |
| [ ]  | Professional organization, affiliation, leadership |
| [ ]  | Other professional need |

**Briefly and specifically describe how the activity is related to your students’ learning, present job assignment, professional growth plan, and/or other professional need.**

Click here to enter text.

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

|  |  |
| --- | --- |
| [ ]  | Substitute Teacher |
| [ ]  | No substitute required |

**Disposition of Request**

**This request is:**

|  |  |
| --- | --- |
| [ ]  | Approved |
| [ ]  | Denied |

**Reason for denial:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If approved…**

**Staff development experiences**

|  |  |
| --- | --- |
| [ ]  | Staff meetings |
| [ ]  | Grade level meetings |
| [ ]  | Team meetings |
| [ ]  | Department meetings |
| [ ]  | Brief synopsis |
| [ ]  | Handouts |
| [ ]  | Click here to enter text. |

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

**Initials of Principal/CO Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funding:**

**Amount approved for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Referred to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

**CO Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

**Administrative approval: \_\_\_\_\_\_\_\_\_\_ \_\_**