

REQUEST FOR PROFESSIONAL LEAVE

	Date Approved	Date Denied	Admin Request _____
Principal:	_____	_____	Teacher Request _____
Sp. Ed. Admin.	_____	_____	
Superintendent	_____	_____	

Sub Requested: _____ Yes _____ No

Name: _____

Date Submitted: _____

Title of Workshop : _____

Location of Workshop: _____

Date(s) of Workshop : _____

Full Day

Half Day AM

Half Day PM

Connection to District Goals:

ESTIMATED COST TO THE DISTRICT

Workshop Fee			\$ _____
Substitute Cost:	Full Day _____	Half Day _____	\$ _____
Hotel (estimate)	Cost _____	# of Days _____	\$ _____
Travel (estimate)	Miles _____	Rate / Mile <u>0.655</u>	\$ _____

ESTIMATED TOTAL TO BE PAID BY THE DISTRICT \$ _____

Instructions:

1. Turn this gold sheet into your building principal for approval with any informational material on the workshop, as well as a completed registration form.
2. Once the workshop has been approved and the workshop fee has been paid for you will receive the gold sheet back.
3. Upon completion of your workshop, type your observations on a separate sheet and attach to this form. Submit it, along with all your itemized receipts and an expense sheet to the District Office.