

REQUEST FOR PROFESSIONAL LEAVE

(This form must be processed in advance of the leave.)

I am requesting to be absent from my teaching assignment as follows:

1. Description of Activity:
2. Location of Activity:
3. Date of and Times of Activity:
4. Please explain how you will incorporate the information learned from the activity into your teaching assignment.
5. A printed agenda or description of the activity from the sponsoring organization must be attached to this request form.

Date Signature of Person Requesting Leave

ACTION OF BUILDING PRINCIPAL

I have reviewed this request for professional leave.

- I approve this request.
- I do not approve this request.

Date Signature of Building Principal

ACTION OF CENTRAL OFFICE

- Approved
- Not Approved

Date Communicated: _____

Director of Curriculum and Instruction