



Request for Professional Leave Form

(A minimum of 48-hours advance notice is required.)

Name _____ Joel Eliot Morgan

Grade(s) _____ Subject: _____

I feel that my attendance at the activity below will aid both my performance in my assignment and the school system and therefore, request permission to attend:

Title of Activity _____

Group(s) Sponsoring Activity _____

Date(s) of Session _____ Location (town): _____

Reason I believe this activity will be a benefit to the school system and to me:

Information gained will be shared in the following way(s):

- | | | |
|--------------------|--------------------|--------------------------------|
| Faculty meeting | Team meeting | Handouts to staff |
| In-service program | Department meeting | Special areas/Special Services |
| Other: _____ | | |

In order for me to attend:

No substitute is needed	Substitute Needed – Date(s): _____
No expenses involved	Total Expenses Requested: \$ _____

**Please itemize expenses on page 2 of this form*

Employee Signature _____ Date _____

Do not write below this line. For administrative use only.

Source of Funding: School/Cost Center Budget District-wide Budget N/A

Grant (specify): _____

Other (specify): _____

Administrator Signature _____ Date _____

Assistant Superintendent's Action:

Approved Denied: Reason: _____

Assistant Superintendent's Signature _____ Date _____

Expense Description <i>(each expense must appear on a separate line)</i>					Amount		Payment Method – Check One	
Mileage		miles x \$.		/mile =	\$		By Individual	By Purchase Order
1.					\$		By Individual	By Purchase Order
2.					\$		By Individual	By Purchase Order
3.					\$		By Individual	By Purchase Order
4.					\$		By Individual	By Purchase Order
5.					\$		By Individual	By Purchase Order
6.					\$		By Individual	By Purchase Order
7.					\$		By Individual	By Purchase Order
TOTAL					\$			

Please answer the following questions upon completion of the conference/workshop and forward a copy to your building administrator.

1. Reflection:

2. Application: How will you use the learned information in your classroom?

3. Whom would you recommend attend this workshop/conference in the future?