

# REQUEST FOR PROFESSIONAL LEAVE

**This form must be processed in advance of the leave.**

**The last day for which professional leave will be approved is May 15.**

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

\_\_\_\_\_  
Print Name Here

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## **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

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## **ACTION OF CENTRAL OFFICE**

- Approved
- Not Approved

Date Communicated: \_\_\_\_\_

\_\_\_\_\_  
Director of Curriculum and Instruction