

STAFF DEVELOPMENT - PROFESSIONAL LEAVE APPLICATION

(Read instructions on back of form before completing)

Please check: Staff Development Leave _____ Professional Leave _____

NAME _____ BUILDING _____

NAME OF MEETING _____

(For staff development leave, attach a copy of conference registration form and 1 copy of the program)

LOCATION OF MEETING _____

CITY

STATE

DATE(S) _____

PLEASE CIRCLE: FULL DAY A.M. P.M.

A substitute will be needed: Yes _____ No _____ Substitute Name: _____

REGISTRATION FEE (attach and highlight the fee on the registration form) \$ _____

PROJECTED TOTAL COST (including transportation, meals, registration, hotel) \$ _____

This leave relates to the following school/department improvement goal:

Signature of Applicant

Date

Position

Staff Development Committee Chairperson

Date

Principal/Director/Department Chairperson

Date

THE FOLLOWING PORTION TO BE COMPLETED BY THE CHAIRPERSON DEPARTMENT

Budget # _____

Budget Amount \$ _____

Budget # _____

Budget Amount \$ _____

Accounting code for substitute _____

INSTRUCTIONS FOR COMPLETING STAFF DEVELOPMENT LEAVE APPLICATION

Complete the staff development leave form, attach 1 copy of the conference program, and submit to your Staff Development Chairperson. **A separate staff development form and conference registration form must be filled out for each individual applicant.**

ADVANCE REGISTRATION FEES

If you are requesting that the District pay advance registration fees, your completed forms must be in the Business Office **at least three weeks prior to your event.**

PLANE, TRAIN, OR BUS TICKETS

Plane or bus tickets **must** be purchased in advance through a District PCard or personal credit card after an amount is pre-approved. Please call with trip details so travel arrangements can be made. Long train and bus trips are not allowed, except by special request.

HOTELS

It is the employee's responsibility to arrange hotel accommodations and pay the advance deposit if needed. You will be reimbursed through the regular expense claim procedure.