

Request For Professional Leave

This form should be submitted to the principal five (5) days prior to requested date of leave.

I, _____, request professional leave for the following dates: _____

Reason for leave: _____

Approved *Principal*

Approved *Superintendent*

Not approved - Reason: _____

Not Approved *Principal*

Not Approved *Superintendent*

Professional leave is a short, temporary absence from assigned duties for the purposes of attending professional meetings relating to school business.