

## 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 \_\_\_\_\_  
*Director of Schools*

Not approved - Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Not Approved \_\_\_\_\_  
*Principal*

Not Approved \_\_\_\_\_  
*Director of Schools*

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