NOTE: This form is for the purpose of requesting and receiving approval for an absence from the classroom or office to participate in a meeting that cannot be classified as professional leave but is related to school business.

I request _____ day(s) “Other Leave” on the following date(s) ___________________

A substitute will be needed on the following date(s) __________________________

Explain the type or purpose of this meeting_______________________________

___________________________________________________________________

If other expenses are being requested, please list these expenses and how they will be paid. __________________________________________________________________________

____________________________________________________________________

On Site

Off Site (Give Location) ____________________________________________

__________________________________________

Employee Name (Print)

__________________________

Employee Signature Date

_______ Approved

Principal Signature Date

_______ Not Approved

Revised 7.29.09