



Troup County School System

Request for Professional Leave

Revised September, 2018

Approved professional leave is required for any system employee who travels on school system business and/or whose absence requires a substitute. All requests for professional leave must be received at least 2 weeks prior to the dates(s) requested. Attach a brief explanation, a description of the activity, and/or an agenda. All requests will be examined to determine how the professional activity will improve the quality of education for students in Troup County.

THIS SECTION TO BE COMPLETED BY APPLICANT

Name: School: Position
Grade / Department: Name of activity:
Date(s) of activity: Registration deadline:
Location of activity Participants' names (for group P.O.'s only):

The system is being asked to pay for (check all that apply):

- checkbox registration [estimated amount \$ ] Funding source:
checkbox travel expenses [estimated amount \$ ] Funding source:

SIGNATURES

Table with 4 columns: FUNDING / PROGRAM SOURCE for subs, FUNDING SOURCE, CODE FOR PROF. LEAVE, and checkboxes for various categories like Title II A, Title I Regular, Pre-K, IDEA, SST/504/AP, Athletics, Title III - ESOL, PBIS, General, Jury duty, System Staff Development, KIA / SAE, thINC Private Funds.

Employee \_\_\_\_\_ Date \_\_\_\_\_
Principal \_\_\_\_\_ Date \_\_\_\_\_
After employee & principal sign: Submit all forms to Kathy Drake at ASC
Funding Source \_\_\_\_\_ Date \_\_\_\_\_
Program Director \_\_\_\_\_ Date \_\_\_\_\_
\_\_\_\_\_ Date \_\_\_\_\_

Dr. Penny Johnson, Assistant Superintendent

THIS SECTION FOR CENTRAL OFFICE USE ONLY

checkbox Approved checkbox Not approved

Comments:

Funding code: Date:

Signature: \_\_\_\_\_