

REVERE PUBLIC SCHOOLS

Professional Leave Request Form

Directions:

- Complete the top 3 sections then submit to your principal to begin approval process.
- When possible, submit form at least 10 days prior to the meeting/conference.
- A formal presentation(s) or training session(s) relaying information from the meeting/conference to other staff may be required at the discretion of the administration.
- Attach a copy of the documentation identifying (check the one that applies):
(ex: brochure, email, note from administrator, etc.)

- you as a presenter at the meeting/conference
- you as a board member or representative of the educational organization
- the DESE committee on which you've been asked to serve
- the district initiative for which you are receiving professional development
(ex: BSRI, Open Circle, ANet, 5DP, etc.)

Name(s)*: _____

School and Grade/Department: _____ Today's Date: _____

Number of other professional days this year: _____

Total number of days out of classroom/office this year _____
(Include personal, professional, sick, family illness, bereavement, in-service, etc.)

Title of meeting/conference: _____

Date and Time of meeting/conference: _____

Location of meeting/conference: _____

Meeting/conference Fee and Source of Funding: _____

Substitute Requested (circle one): Yes No Indicate periods (if appropriate): _____

AP/VP signature indicating notification received: _____

Attach a copy of the SMART Goal impacted by this activity and indicate which action step(s) addressed

INITIAL APPROVALS (Sign, circle Y or N, date):

Principal: _____ Y N Date: _____

Director: _____ Y N Date: _____

FINAL APPROVAL (Sign, circle Y or N, date):

Asst. Supt.: _____ Y N Date: _____

co-presenters/multiple attendees need complete just one form jointly with all of the requisite attachments. If there are several attendees, write "see attached list" next to "Name(s)" and attach a list of participants.