CLINTON-MASSIE LOCAL SCHOOLS

PROFESSIONAL LEAVE REQUEST

Requests must be approved by the building principal and submitted to the Superintendent at least two weeks prior to the meeting.

_____ NAME

_____ TODAY'S DATE

_____ BUILDING

_____ GRADE LEVEL/DEPARTMENT

_____ NAME OF CONFERENCE OR VISITATION

_____ CITY

_____ DATE(S) OF CONFERENCE

PURPOSE:_____

_____

ESTIMATED EXPENSES

REGISTRATION* _____

LODGING FOR ____ NIGHT (S)* _____

FOOD* _____

MILEAGE (_____MILES X .555) _____

PARKING (if applicable) _____

ESTIMATED TOTAL _____

NUMBER OF DAYS A SUBSTITUTE WILL BE NEEDED_____

_____ APPLICANT'S SIGNATURE

ITEMIZED RECEIPTS WILL BE NEEDED

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_____Approved _____Denied _____ PRINCIPAL _____ DATE

_____Approved _____Denied _____ SUPERINTENDENT _____ DATE

COPIES: ( ) Applicant
( ) Principal
( ) Treasurer