

ALEXANDER COUNTY SCHOOLS  
TEACHER LEAVE REQUEST FORM

**REQUEST FOR IN-SERVICE ABSENCE (4)** \_\_\_\_\_

Workshops, community responsibilities, approved meetings or assignments, jury duty, school related court attendance, participation in in-service projects conducted by the LEA, suspension with pay, military leave, injury during episode of violence, observance of bona fide religious holidays.

**REQUEST FOR PROFESSIONAL RESPONSIBILITY ABSENCE (5)** \_\_\_\_\_

Other absences *with deductions*. Professional responsibility, attendance at a professional meeting, community responsibility.

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

Date(s) of Leave \_\_\_\_\_ Full Day or Half-Day? \_\_\_\_\_

(If half-day, indicate AM or PM) \_\_\_\_\_ Substitute Needed? \_\_\_\_\_

Title of Program, Conference, Workshop, Etc. \_\_\_\_\_

Location (City, State) \_\_\_\_\_ Estimated Mileage (for reimbursement) \_\_\_\_\_

Estimated Cost for Lodging & Meals \_\_\_\_\_ (Original lodging receipt must be attached to reimbursement request)

Registration Amount \_\_\_\_\_ (Original registration receipt must be attached to reimbursement request)

The registration includes: Meals (specify) \_\_\_\_\_

Materials (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_

Please indicate below how your attendance at this workshop/meeting will address the goals and strategies identified on your Individual Growth Plan. Attach an additional sheet if necessary.

**JUSTIFICATION:** If the registration fee is more than \$50, a written statement from the principal/supervisor must be completed. This statement should justify the expenditure by relating the in-service to the specific school/program need.

**SOURCE OF FUNDS** \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Principal Date: \_\_\_\_\_

\_\_\_\_\_ Director of Program Area Date: \_\_\_\_\_

\_\_\_\_\_ Superintendent or Designee Date: \_\_\_\_\_

**YOUR APPROVED LEAVE REQUEST FORM MUST BE ATTACHED TO YOUR REIMBURSEMENT REQUEST**

**CODE: SUBSTITUTE** \_\_\_\_\_

APPROVED FOR THE FOLLOWING:

SUB \_\_\_\_\_

**TRAVEL & SUBSISTENCE** \_\_\_\_\_

REGISTRATION \_\_\_\_\_

OTHER \_\_\_\_\_