

# Griswold Public Schools

## Professional Leave Request Submit Request to Building Administrator

Staff Member: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Title/Description of the Professional Leave Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Leave requested: \_\_\_\_\_ School Day \_\_\_ Prof. Development Day \_\_\_ Other \_\_\_

Rationale for Request: *Identify the specific goal(s) this request is related to:*

Building/District Goal: \_\_\_\_\_

Professional Growth Goal: \_\_\_\_\_

Curriculum Goal: \_\_\_\_\_

How will this professional development activity address the goal and meet your specific needs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you share your learning with others?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will your in-district responsibilities be met?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funding Requested: *(Total)* \_\_\_\_\_

Conference Fees: \_\_\_\_\_ Travel: \_\_\_\_\_

Disposition of Request:

\_\_\_ Approved \_\_\_ Denied *(Reason for denial)* \_\_\_\_\_

Approved Funding Amount: Conference Fees: \_\_\_\_\_ Travel: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_