

MAINE SCHOOL ADMINISTRATIVE DISTRICT #49

ALBION \* BENTON \* CLINTON \* FAIRFIELD

REQUEST FOR PROFESSIONAL LEAVE (ARTICLE XVI [1])

Printed Name: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Reason(s): (Be specific please) \_\_\_\_\_

\*\*\*\*\*

(Please Attach Pertinent Information)

Itemized Estimate of Cost: (Registration Fee, Room, Travel, Mileage, etc.)

\$ \_\_\_\_\_ which includes \_\_\_\_\_

Account # \_\_\_\_\_

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I have discussed this request with the applicant, and I recommend:

Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

Substitute Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Substitute Charge Account # \_\_\_\_\_

Principal \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Superintendent \_\_\_\_\_

Date: \_\_\_\_\_ Approved ( ) Denied ( )

Amount to be reimbursed: \_\_\_\_\_