Conference/Personal/Sick/Vacation Leave Request Form

Name: ___________________________   Today’s Date: _______________

Reason for request: ___________________________   Conference: ________
    Personal: ________
    Sick Leave: ________
    Field Trip: ________
    Vacation: ________

Conference Title/Location: __________________________________________________________

Description/Purpose: The NCLB act requires all public school personnel to take part in high quality professional development that is consistent with the goals of their Professional Development Plan (PDP). Effective professional development must be grounded in scientifically based research, should enhance instruction and produce a measurable affect on student academic achievement. Please indicate how your attendance at this conference will enhance your professional development and impact student performance.

____________________________________________________________________________________________

Requested date(s): _____________________________________________________________

Number of substitute days needed: ________________  (Please specify full/half days or exact times/periods)

Will you need a school vehicle?   Yes _____   No _____
If yes, please be sure to fill out a Transportation Request form.

Expenses: Registration: $_____________ Please attach any and all forms to be sent in.

Other: $_____________ Receipts required.

Your request has been:   Approved _____________   Denied _______________

Your request has been modified as follows:

__________________________________________________________________________

____________________________________ ________________________________

Supervisor      Superintendent

Your Substitute is: _______________________________________________
To: All Faculty and Staff

From: Patterson R. Green, Superintendent

Date: March 19, 2009

Re: Conference Leave Requests

Attached please find a revised conference leave request form. The form was revised, asking for specific information regarding conferences so that we can organize and document information for the New York State Department of Education. All requests must be documented on this new form or the request will be returned to you. Thank you for your cooperation in this matter.