

Attachment D

**Miami East Local School District
Professional Leave Form**

Name _____ Date _____

I request permission to attend _____

to be held in _____

on the date(s) of _____

Expenses (estimated): Registration Fee _____

Mileage _____ @ _____ per mile _____

or sharing ride with _____

Housing _____

Total Estimated Cost _____

A substitute teacher will _____ / will not _____ be required.

It is understood that the approval of this request is contingent upon evidence of adequate preparation for the continuation of the educational process (lesson plans, etc.) out-of-state travel requires prior board approval.

Approved: _____
Building Principal _____ Date _____

Approved: _____
Superintendent _____ Date _____

or Denied Because of: _____

Comments: _____

Please submit two (2) copies of the request with a copy of the registration form or other supportive data two (2) weeks prior to the date of the leave.

Reminder: Upon your return, please send to the Central Office: An educational expense form, proof of registration, and receipts for other expenses.

Note: 1. Use this form to report seminars, workshops and conferences.
2. Required meetings and field trips should be reported on the B-1 form, line #3.