

REQUEST FOR CONFERENCE RELEASE

(Must be submitted to principal one month prior to conferences)

Teacher's Name _____ Date: _____

To Principal: _____ School: _____

I am requesting a release from the following school-established conference dates/times: (List dates and times)

For the following **extraordinary** circumstances:

My recommendation for how my conferences will be covered is as follows:
(Alternative coverage dates/times and parent communication will be approved by the principal.)

Principal's Signature: _____ Date: _____

_____ Request approved for the following reason:

_____ Request denied for the following reason:

Principal must forward copy of this form to Executive Director of Human Resources.

Release from Conference Requests

There are two criteria that need to be met in order for teachers to have a variation in their conference schedule:

1. Must be submitted to human resources *one month prior to conferences* (after obtaining your principal's signature) and
2. Must be considered an "extraordinary circumstance."

In order to assist you and your principal with the *definition of extraordinary*, the following guidelines will be used to make a determination:

<i>Will probably be approved...</i>	<i>Will probably <u>not</u> be approved...</i>
<ul style="list-style-type: none">• Coaching or advising a district post conference game/event• A graduate class final exam or major presentation which cannot be taken or given at an alternate time• You have won a major award for superior teaching and the award event occurs the night of the conference.• An alternate arrangement to allow you to comply with a modified work schedule due to a disability or an ADA accommodation. This plan would have been developed by HR office with specific documentation from your physician, and the plan would be on file in their office.*• Such issues as illness, death in immediate family, or jury duty.	<ul style="list-style-type: none">• A sports/activity <i>practice</i> where you are the coach or advisor• A graduate class• Another work obligation -- with a different employer (in this case you are being paid by two entities)• A trip to visit your sister in Tampa or an early start on your family vacation• Past practice. Because we have occasionally needed to approve one-time requests not considered extraordinary (for a variety of reasons) past practice is not, and will not be a reason for approval.• "ADA accommodation" when the term is used but there is no restricted or modified work plan on file with the district Human Resources office.
<i>In all cases, conference time needs to be made up, alternate conference times scheduled, and communication to parents needs to be approved by your principal in advance.</i>	<i>Personal leave for conference days will generally not be approved.</i>