

District CTE Request

SUB EVENT



Download and complete form. Submit to Janet Silvester at jsilvester@dsdmail.net

First Date Sub Needed

Select drop-down calendar

Last Date Sub Needed

Select drop-down calendar

Notify teacher(s) of the sub event name to use when requesting leave

CTSO / Event Group

Sub Event Name - Beginning with CTE or CE

Example: CTE DECA Fall Leadership

Location of Event

District CTE Account Number

CTE Content Specialist Name

Number of Sub Days

Comments

Teacher Count

District CTE Office Use Only

1. CTE submitted to Accounting

2. Date Accounting opened sub event