

Appling County Board of Education

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REQUEST FOR PROFESSIONAL LEAVE SUBSTITUTE PAYMENT

To: Professional Development Department Date: _____

Training in the area of (name of specific course/conference/workshop):

_____ is to be held at _____

on _____.

Teacher: _____ Paraprofessional: _____

School: _____ School: _____

Substitute's Name: _____

Daily Rate: _____ Number of Days: _____

Fund Source:

- _____ CTAE
- _____ ESOL
- _____ Migrant
- _____ Pre – K
- _____ Special Education
- _____ State Professional Development
- _____ Title I
- _____ Title IIA
- _____ Title III
- _____ Title IVA
- _____ Title VB
- _____ Other: _____

Program Director Approval: _____

Principal Signature: _____

Date: _____

Fund Number: _____