

Trumbull Public Schools
2023-2024 REQUEST FOR PROFESSIONAL DAY LEAVE



Name: _____

Date Submitted*: _____

School / Office: _____

Day(s) & Date(s) of Requested Professional Day Leave: _____

Description of Workshop / Conference / Activity: _____

Connection between Requested Professional Day Leave 2023-2024 District Goals *see reverse* _____

_____ (continue on the reverse if necessary)

How do you plan to bring your learning back to your school, district or team? _____

_____ (continue on the reverse if necessary)

| Costs: | Amount | Charge to |
|------------------------|--------|-----------|
| Registration | | |
| Transportation | | |
| Meals | | |
| Other (please specify) | | |
| TOTAL | | |

Is substitute coverage required? Yes No

Note: Once this form has been approved, Central Office personnel will create the absence in AESOP.

Routing:

Approved Denied Principal / Supervisor: _____

Approved Denied Director of PPS (if required) _____

Approved Denied Assistant Superintendent _____

**Completed forms must be submitted from Principal/Supervisor to Assistant Superintendent no less than one week prior to the requested professional day(s). PLEASE ATTACH RELEVANT BROCHURE/INFORMATION TO THIS FORM. 8/2021*



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The Trumbull Public Schools 2023-2024 district goal is to strengthen student achievement with an emphasis on critical skills for all learners via:

- (1) strong implementation of newly-revised curricula;
- (2) strong implementation of best instructional practices to support student-centered learning across grades and curricular areas, including the best implementation of digital learning;
- (3) strong internal assessments [Assured Performance-Based Assessments] to benchmark student performance, and reporting of such student performance to external constituents, including parents;
- (4) strong systems of support, including academic, social, and emotional, for students demonstrating difficulty in attaining specified learning targets and students to be accelerated into advanced learning opportunities; and
- (5) strong District and school performance on standardized assessments of student performance, including student growth metrics for SB & NGSS & SAT, and % of course/exam participation for AP, and improved performance where necessary.

Additional Information:

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