



Troup County School System

REQUEST FOR PROFESSIONAL LEAVE - 2023-2024

Approved professional leave is required for any system employee who travels on school system business and/or whose absence requires a substitute. All requests for professional leave must be received at least **2 weeks prior to the date(s) requested**. Attach a brief explanation, a description of the activity, and/or agenda. All requests will be examined to determine how the professional activity will improve the quality of education for students in Troup County.

Name _____

School _____

Position _____

Activity _____

Date(s) _____

Location _____

Funding Source _____

Travel \$ _____

SUBSTITUTE FUNDING SOURCE			
<i>To be completed by Principal/Designee</i>			
Full Day <input type="checkbox"/>		Half Day <input type="checkbox"/>	
✕	Program	Manager	Code
	Title IIA	Thrailkill	339
	Title I - School	Thrailkill	337
	Title I - System	Thrailkill	338
	Pre-K	Lawrence	340
	IDEA	Crawford	341
	SST/504/AP	Crawford	342
	Athletics	Principal	336
	Title III - ESOL	J. Jones	343
	PBIS	J. Jones	344
	Jury Duty	Burckbuchler	312
	Inst Planning-School	Principal	336
	Prof Learning-System	Brown	345
	AWIM	Brown	346
	General	Burckbuchler	335
	Promise	Lawrence	349
	L4GA	Lawrence	348

SIGNATURES

After employee & principal sign: Submit all forms to Kathy Drake at ASC.

Employee _____ Date _____

Principal _____ Date _____

APPROVALS

Program Director _____ Date _____

_____ Date _____

Deana Brown, Assistant Superintendent

