

ESTILL COUNTY SCHOOLS

APPLICATION FOR SCHOOL-DAY ABSENCE

Applicant _____ Date(s) of Absence _____

School _____

Purpose of Request	Professional Leave (Day)	
	School-related	
	Professional Development (Workshops, training)	

Name and location of Activity _____

(Attach brochure or agenda)

Projected Cost	Substitute _____ day(s) @ \$_____ per day	
	Travel @ \$_____ per _____ miles	
	Registration	
	Lodging	
	Food	
	Other	
TOTAL		

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

SOURCE OF FUNDING				ACCOUNT INFORMATION		
Board Allocation to School _____	Board _____			Org _____	Obj _____	Proj _____
PD Money _____	Federal _____	Other _____				

Prof. Dev. Coordinator: _____ Date: _____

Superintendent: _____ Date: _____

All certified personnel must report a school-day absence

GUIDELINES FOR SCHOOL-DAY ABSENCE

- The Estill County School District will approve only conferences/workshops that relate directly to the employee's current teaching/administrative assignment.
- The employee must submit to the Professional Development Coordinator, a district request form, which contains the title, topic description, dates, and location of the conference/workshop. It must be signed and submitted in a timely manner (At least 5 days in advance.)
- These guidelines apply to all district funds, no matter what the source of funding.
- There is a three-day limit for professional days.
- The Estill County School District will pay for the following professional day expenses if prior approval has been sought and granted:
 - ✓ Substitute teacher, if needed.
 - ✓ Meals as set up by the board policy. (Breakfast \$7.00, Lunch \$9.00, Dinner \$12.00, Total \$28.00)
 - ✓ Mileage ()
 - ✓ Registration.
 - ✓ Lodging, if needed.
 - ✓ Other (Parking, tolls, cab fare, etc.)

Receipts must accompany all reimbursement requests.

- Employees will share vehicle when appropriate
- Employees will share accommodations when appropriate.
- The employee is responsible for making all arrangements once approval is granted.
- Summer staff development activities are not considered professional days.