

**HILLSBORO CITY SCHOOLS
REQUEST FOR PROFESSIONAL LEAVE**

This form must be submitted to the building administrator at least **ten (10)** days prior to the date of the professional development.

Name _____ Date of Application _____

School/Department: _____ Position: _____

Attendance requested by? Staff Member* _____; Administrator _____; Date(s) of Meeting: _____

Meeting Title: _____

Purpose of Meeting: _____

Location: _____; Number of Days: _____; Substitute required: ☐ Yes: ☐ No

Registration Fee: \$_____ (ATTACH REGISTRATION FORM) You cannot register until you are approved by CO.

***If requested by staff, PO will be made out to staff member for reimbursement. If requested by Administration, PO will be made out to vendor.**

Please See Step 4!!!! Also, please note these items are NOT guaranteed until approved by the Superintendent.

Travel: _____ miles are for the total trip. ☐ One Way / ☐ Round Trip) **ATTACH "MAP QUEST" TO THIS FORM.**
Mileage will be paid to only to one staff member if more than one staff member is attending the same meeting, unless prior approved is received.

Parking: \$_____ (estimate)

Lodging: \$_____ (estimate) The staff member will estimate room cost, then submit the form for approval.
After approval, staff member will arrange and pay for his/her reservations.

Meals \$_____ Reimbursed only if the meeting requires you to stay overnight. \$15 per meal/ 30 per day.

Staff Member Signature: _____ Date: _____

Principal/Supervisor: _____ Approved: ☐ Yes ☐ No Date: _____

Coordinator: _____ Fund: _____ Date: _____

Superintendent: _____ Approved: ☐ Yes ☐ No Date: _____

The following steps must be followed in order to have Professional Development Processed

- ☐ Step 1 PD form needs to be approved by your Building Administrator.
- ☐ Step 2 PD form must be approved by Superintendent/Central Office
- ☐ Step 3 After you receive your approved PD form, put your professional leave in KIOSK.
- ☐ Step 4 Register yourself for your PD when you receive a PO#. Any other reservations and/or expenses, approved on your PD form will be paid by you upfront. You will be reimbursed when receipts are uploaded to SCVIEW.
- ☐ Step 5 After PD is completed; Use the Mileage Reimbursement form found in the District Staff Shared Google Drive to upload the following.
 - a. Certificate of Attendance
 - b. All the receipts that have been previously approved to be reimbursed. All receipts must be uploaded to SC View within 30 days of the PD, or the PO will be voided, and you will not be reimbursed.

PD 11/26/2024