Ouachita Parish School Board
Professional Leave Request

This request ***must be submitted*** on the triplicate form (no photocopies or faxes) for the Superintendent's approval at least ***one week prior*** to leaving for area, state or national meetings, conferences, conventions, etc. Principal approval is required before submitting for Superintendent's approval.

Employee Name: _____ **ENO#** _____

School: _____

Travel Date(s): _____ **Destintation:** _____

Conference, Convention, etc.: _____

Conference Responsibility or Office Held: _____

To be completed by the Principal:

1. Will a Substitute be needed? Yes: ___ No: ___
2. If a sub is needed - for how many days? _____
3. The sub will be paid by:
   - A. _____ Title I Grant
   - B. _____ Special Education Grant
   - C. _____ Other Grants Funds-Describe: _____
   - D _____ OPSB General Fund
   - E. _____ Other Funds – Describe: _____
   - F. **Your School will be billed for the costs of sub, unless otherwise noted above.**

_____ _____
Principal Signature Date

_____ _____
Funding Supervisor Date

_____
Account Code to Pay for Sub

Upon Approval, the **white copy** will be retained in the central office, **the yellow and pink copies will be returned to you.**

To be completed by the Central Office:

Approved: _____ Denied: _____

Signed: _____ _____ _____
Superintendent Designee Date