

Myss T. Johnson-Jelks  
Executive Director of Athletics

Dr. Devon Q. Horton  
Superintendent



DeKalb County School District  
**Athletic Department**  
Division of Access and Opportunity  
Silver Hill Administrative Complex  
1991 Silver Hill Road  
Stone Mountain, GA 30087  
Office (678) 676-1821

**MEMO TO:** Myss T. Johnson-Jelks  
Executive Director of Athletics

SCHOOL \_\_\_\_\_

NAME OF COACH/TEACHER \_\_\_\_\_

ATHLETIC EVENT TO BE ATTENDED \_\_\_\_\_

DAY OF WEEK	DATE	FULL DAY	HALF DAY

**100.1000.511000.00011.9990.9990.8010.120.0000**

CHARGE CODE FOR PROFESSIONAL LEAVE

\_\_\_\_\_  
**PRINCIPAL'S SIGNATURE**

**PROFESSIONAL LEAVE IS AUTHORIZED WITH FULL PAY.**

\_\_\_\_\_  
**APPROVAL-EXECUTIVE DIRECTOR OF ATHLETICS**

(After approval by the Executive Director of Athletics, a copy will be returned to the principal to be included with the payroll report. On the payroll report, the absence should be marked authorized with pay.)

*"THE SCHOOL CANNOT LIVE APART FROM THE COMMUNITY"*