GRISWOLD PUBLIC SCHOOLS

211 Slater Avenue, Griswold, CT 06351
Tel: (860) 376-7600 Fax: (860) 376-7607
griswoldpublicschools.org

Sean P. McKenna, Superintendent of Schools
Erik Christensen, Director of Fiscal & Personnel Services
Glenn LaBossiere, Assistant Superintendent of Schools
Christopher Champlin, Director of Student Services

PROFESSIONAL LEAVE REQUEST

Please use this form to submit professional leave requests to your building administrator.

Staff Member: _____ **Date Submitted:** _____

Title/Description of the Professional Leave Request: _____

_____

Date of Leave Requested: _____ Please select: ▫ School Day ▫ Prof. Dev. Day ▫ Other

Rationale for Request: *Identify the specific goal(s) this request is related to*

Building/District Goal: _____

Professional Growth Goal: _____

Curriculum Goal: _____

How will this professional development activity address the goal and meet your specific needs?

_____

_____

_____

How will you share your learning with others? _____

_____

_____

How will your in-district responsibilities be met? _____

_____

Funding Requested: Total: _____ Conference Fees: _____ Travel: _____

Disposition of Request:
▫ Approved ▫ Denied (Reason for denial: _____)
Approved funding amount: Conference Fees: _____ Travel: _____
Administrator's Signature: _____ Date: _____