**Carter County Schools**

**Certified Personnel Request**

**For Professional Leave**

*All requests to attend Professional Meetings shall be made in writing to the Principal, and be submitted to the Superintendent for approval. Requests should be received in the Central Office at least (5) workings days prior to the meeting date. This form is not required when supervising student trips unless a substitute or other expenses are to be charged to the board.*

Name Date of Request

Meeting Information:

A. Name or Meeting

Description

B. Date of Meeting

C. Location of Meeting

D. Activity is Address in:

 School Improvement/PD Plan  District Improvement/PD Plan

E. Expense to Board of Education *(Check applicable items):*

 Registration  Transportation  Meals  Rooms  Sub

F. Estimated Cost G. Funding Code and Source

*It is understood that participants attending professional meetings, upon returning to the Carter County*

*School System, will share information, etc., with other personnel having similar responsibility.*

I agree to the provisions

*Employee’s Signature*

Date

Approved by:

*Principal or Supervisor’s Signature*

Date

Comments: SBDM Comments:

(This section for Central Office Use Only)

Funding Approved:  Funding Not Approved: 

 Professional Development Coordinator Signature Date

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Finance Officer Date