



Administrative Center

ZANESVILLE CITY SCHOOLS

APPLICATION FOR PROFESSIONAL LEAVE

Employee's Name _____ Date Submitted _____

School Assigned _____

Application should be submitted at least 30 days prior to meeting. The staff member may be requested to present an inservice to the Board concerning the meeting attended.

Reason for request _____

Location of meeting _____
(City & State) (Date of Meeting)

Days of absence from assignment _____

Leave to begin _____ and end _____
(Date) (Date)

Have you attended previous meetings of this organization? _____

A substitute will _____, will not _____ be required. SUB PAID BY: _____

Estimated expenses: Transportation _____ VERIFIED BY: _____

Hotel/Motel _____

Food _____

Registration _____

Other _____

TOTAL COST _____ COST FUNDED BY: _____

VERIFIED BY: _____

(Signature of Principal)

(Signature of Employee)

Approved by _____
(Superintendent
and/or Designee)

(Date)

White Copy to Treasurer
Canary Copy to Superintendent
Pink Copy to Principal