

Amesbury Public Schools
Professional Leave Request Form
2011-2012

School/Department

Position

Conference/Workshop/Meeting Site: _____

Leave is requested for the following date(s): _____

**Please list relationship to District-Wide and/or School Improvement Plan:
(Objectives and/or Strategies):**

Date Submitted: _____ **Signature:** _____

Print Name: _____

WILL A SUBSTITUTE BE NEEDED? ____ Yes ____ No * (Account # _____)

Approved ()

Not Approved ()

Building Principal's Signature: _____ **Date:** _____

** Building secretaries must enter account number and arrange for substitutes.*

Approved ()

Not Approved ()

Superintendent's or Designee's Signature: _____

Comments: _____ **Date:** _____