

APPOMATTOX COUNTY SCHOOLS  
\*\*\*PROFESSIONAL LEAVE REQUEST\*\*\*

Request for Authorization to be Released From Regular Employment Responsibilities or to Participate in School Related/Professional Activities 2019-2020

Name \_\_\_\_\_ Date(s) of Release \_\_\_\_\_

School \_\_\_\_\_ Grade/Department \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Release \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

**\*Estimated Costs-A travel and expense report must be completed in order to receive reimbursement. All applicable receipts must be attached.**

County Car \_\_\_\_\_ Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

(For Central Office Use Only: \_\_\_\_\_ County Car Not Available\*\*)

**\*\*If county car is not available at the time Professional Leave is approved, please check with Kathy Inge 2 days prior to trip for possible availability.**

Transportation (i.e. air faire, etc.) Or Personal car at .58 cents per mile..... \$ \_\_\_\_\_

Food and Lodging ..... \$ \_\_\_\_\_

Registration Fees ..... \$ \_\_\_\_\_

What method will be used to submit registration for this conference? \_\_\_\_\_ P.O. \_\_\_\_\_ School \_\_\_\_\_ Individual

Recommended by \_\_\_\_\_ Date \_\_\_\_\_  
School Principal

Approved;  
Disapproved by \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Supervisor or Director

Approved;  
Disapproved by \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Superintendent

**\*Please be sure to fill out all sections of this form completely, any fees need to be noted on the form. If you know that Registration and Room Reservations are being made by someone please make a note on the line below so that your bookkeeper knows who is handling it.**

\_\_\_\_\_

Please note – some professional leave may count toward teacher license renewal points, usually under option 2 (Professional Conference) or option 8 (Prof Development Activity).  
  
\*\*Option 2 guidelines – 5 points per day for participation and 15 points for presenting at a conference (max of 45 pts). You should keep documentation usually in the form of the conference program or the certificate if one is given at the conference.  
  
\*\*Option 8 guidelines – 1 point per clock hour of actual professional development (max of 180 pts). You should keep documentation when documentation is available.  
  
If you would like to use this professional leave for recertification points, please note the number of points on your Individualized Renewal Record (the form that must be turned in to the VDOE). You should periodically but regularly meet with your principal to go over your recertification progress. During these meetings she/he should review your points and your documentation then initial each entry. During the year of your renewal and once you have 180 points, meet with your principal again – go over everything, sign and initial the form, send the original to Bruce McMillan , and make a copy for your records. Mr. McMillan will review it all again and send it on to the VDOE.

**\*\*\*Note- Submit one copy which will be returned to the principal after central office review.**

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