

It is important to track school business leave accurately and by funding source. Please use this form for any school business leave. **District School Business Leave** must first be signed by a principal/supervisor and then sent to Teaching & Learning for approval. **Building School Business Leave** stays in the building and must be submitted to the principal/supervisor for approval.

Name of Employee	<input type="text"/>		
Building/Location	<input type="text"/>	Position	<input type="text"/>
Date(s) of absence(s)	<input type="text"/>	Total number of days	<input type="text"/>

Certificated Staff:

☐ Full day
 ☐ AM only
 ☐ PM only
 Is substitute required?
 ☐ Yes
 ☐ No

Classified Staff:

Number of hours per day
 Is substitute required?
 ☐ Yes
 ☐ No

Funding Source:

Authorization Code

Authorization Code

- | | |
|--|---|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> LAP |
| <input type="checkbox"/> Highly Capable | <input type="checkbox"/> Title I |
| <input type="checkbox"/> Title II | <input type="checkbox"/> Teaching and Learning |
| <input type="checkbox"/> ELL/Title III | <input type="checkbox"/> CTE |
| Building Code | <input type="checkbox"/> Other (Please Specify) |

Description of Professional Development Opportunity:

Employee Signature _____ Date

Principal Signature _____ Date

- ☐ Approved
☐ Denied

Rationale:

For Administration Office Use Only:

Director Signature _____ Date

- ☐ Approved
☐ Denied

Rationale: