



TALLAPOOSA COUNTY BOARD OF EDUCATION

Raymond C. Porter Superintendent



Tallapoosa County Board of Education Request for Professional Leave

Date submitted (Must be at least 10 days prior to date of activity)

Name Position

School Grade/Subject

Activity

Dates Location

How will this Professional Leave enhance your teaching?

Will this help your students?

How?

\*Attach copy of the program agenda or announcement. \*Registration is the responsibility of the attendee

Costs to be reimbursed by:

Fund

Principal

Account #

Sub needed (Circle) YES or NO

Substitute @ \$100.00 per day (plus Soc. Sec. & Medicare 7.65%) Estimated travel expense Estimated subsistence expense (Meals, lodging, registration) Total Estimated costs

Principal initials for no sub

Table with 4 columns: Routing Sequence, Date, Fund Code, Comments Approved/Not Approved. Rows include Curriculum, Federal Programs, CFSO, Special Programs, Career Tech, and Superintendent.

Signature Date

Approved /Not Approved—Principal Date

Approved /Not Approved—Director of Curriculum Date

Approved/Not Approved-Superintendent Date

