

# KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

## PROFESSIONAL LEAVE REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Assignment: \_\_\_\_\_ School: \_\_\_\_\_  
Email: \_\_\_\_\_ Work phone #: \_\_\_\_\_  
Number of days requested: \_\_\_\_\_ Date leave starts: \_\_\_\_\_ Date leave ends: \_\_\_\_\_

Title of training/conference: \_\_\_\_\_

Location of training/conference: \_\_\_\_\_

Relationship of training/conference to my assignment:

### Submission/Request instructions:

1. Complete professional leave request form. Comments
2. Send the form to one of the following committee members.

<b>Dawn Shlaudeman</b>	<b>Point Higgins</b>	<b>Teacher</b>
<b>Vicki Foley</b>	<b>Point Higgins</b>	<b>Teacher (Chair)</b>
<b>Kurt Lindemann</b>	<b>Revilla</b>	<b>Principal</b>
<b>Rick Rafter</b>	<b>Central Office</b>	<b>Human Resource Director</b>
3. Days are limited. Please send your requests in a timely manner.
4. You will be informed, by the chair, as soon as possible, of the committee's decision. If approved, the chair will also inform your principal who will approve the leave in AESOP. If your request is not approved, the chair will contact you and provide an explanation.
5. If you need to cancel your approved professional leave, after notifying your school administrative assistant and principal, you need to also inform the committee chair, so that professional leave records can be updated.

### Committee Use Only:

Dawn Shlaudeman	Approved ___	Not Approved ___
Vicki Foley	Approved ___	Not Approved ___
Kurt Lindemann	Approved ___	Not Approved ___
Rick Rafter	Approved ___	Not Approved ___