

Coventry Local School District Application for Professional Leave

Please mark the appropriate request:

	Request to attend a professional meeting, workshop, seminar
	Request to accompany students to a competition, field trip, other
	Request to attend an IEP conference, IEP writing day, or other professional duties

General Information:

Name:		Application Date:	
Building:			

Meeting Information:

Meeting Title:		Meeting Sponsor:	
Meeting Location:		Date(s) of Meeting:	

Is a Substitute Required:		Date(s) the Substitute is Required:	
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Meeting Expenses:

1. Registration:			
2. Lodging:			
3. Meals:			
4. Transportation Cost (@ IRS Rate):		Transportation (appx. miles):	
Total Expenses:			

Who is registering you for this event?	
Who is processing your reimbursement request for this event?	
Has a PO been issued for this event's expenses?	
Please list the PO #:	

E-signature of Principal/Supervisor:		Date:	
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FOR SUPERINTENDENT'S USE ONLY

Approved:	
Not Approved:	
Approved with Conditions:	
Conditions of Approval:	
E-signature of Superintendent:	
Date:	

Please note: It is the responsibility of the applicant to ensure that all arrangements are handled prior to attending the event. This includes proper approval from all parties and may include the need for a purchase order.