

- CERTIFIED PERSONNEL -

School Business Absence Request

Part I – Employee Section

Employee’s Name _____ Today’s Date _____

School/Location _____

Name of Conference/Workshop _____

Location of Conference/Workshop _____

Date(s) of Workshop _____ Time(s) of Workshop _____

Name of person sending you _____

Explain how this workshop/conference/school visitation fits the comprehensive school improvement plan (CSIP) & individual growth plan:

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT? YES ___ NO ___

Expenses Requested (check all that applies): Airfare ___ Lodging ___ Meals ___ Mileage ___
Parking ___ Registration Fees ___ Substitute ___ Other (specify)

ATTENTION EMPLOYEES: COMPLETE PART I ONLY. RETURN THIS DOCUMENT TO BUILDING AESOP COORDINATOR. DO NOT ENTER ABSENCE INTO AESOP UNTIL YOU ARE NOTIFIED THAT THE ABSENCE IS APPROVED.

Employee signature _____ Date _____

Principal Approval _____ Date _____

PART 2 – (OFFICE USE ONLY) To be completed by Grant/Funding Source Supervisor

FUNDING SOURCES (provide project number): Title 1 ___ Idea B ___ Idea B Pres ___

District PD ___ TCES PD ___ TCMS PD ___ TCHS PD ___ Title II ___

Title II PD ___ Other ___

Check if applicable: General ___ SBDM ___

List of Teacher approved (continue on back page if needed): _____

Grant/Funding Source Supvr. Approval _____ Date _____ Superintendent Approval _____ Date _____

Form Flowchart

Funding Source Supervisor instructs teacher to complete School Business Absence Request Form.

Teacher completes Part I of this form and returns to the AESOP Coordinator for the Building. AESOP Building Coordinator gives to principal for signature.

Principal approves & returns to AESOP Building Coordinator.

AESOP Building Coordinator calls funding source coordinator to sign form. IF GENERAL FUND SOURCE, BUILDING COORDINATOR WILL FAX OR EMAIL A COPY TO CO DESIGNEE FOR SUPERINTENDENT SIGNATURE.

CO Designee will get superintendent signature & email form back to AESOP Building Coordinator.

AESOP Building Coordinator emails teacher that the absence has been approved & they can enter absence in AESOP.

Once signatures are obtained at the building, the AESOP Building Coordinator will keep a copy & send original to CO designee.

Personnel requesting approval for attendance at professional meetings that require expense reimbursement must complete and submit this form to the Superintendent/Designee for approval at least 2 weeks prior to attendance/registration.

After attending professional meetings, personnel must complete the travel expense voucher, 03.125 AP.22 and submit the completed voucher and all required receipts to the Superintendent/Designee for reimbursement of expenses. Only expenses that have been approved on School Business Absence Request Form will be reimbursed.

RELATED PROCEDURES:

03.125 AP.22