

Freedom Area School District

REQUEST FOR RELEASED TIME FOR PROFESSIONAL IMPROVEMENT

Request **MUST** be submitted to the Superintendent's Office by the **1st day of the month** to receive board approval.

TO: Superintendent of Schools and the Board of School Directors

FROM: _____
(Employee's Name) (Grade/Area Taught) (Bldg.)

IN RE: _____
(Name of Meeting, Conference or School Visitation) (Destination/Location)

1. Purpose of Attendance: _____
2. Date/Dates of Attendance _____ Sub Needed (circle 1) Yes No
3. Estimated expenses: (not including salary) Registration Fee (not membership dues) \$ _____
Lodging \$ _____ Meals \$ _____ Other (explain) _____
Transportation: Automobile: \$ _____ Airfare: \$ _____ Bus Fare: \$ _____

NOTE: ALL RECEIPTS FOR REIMBURSEMENT (MILEAGE, ETC.) MUST BE TURNED IN WITHIN 4 WEEKS OF THE COMPLETION OF YOUR WORKSHOP.

4. *Registration for a workshop, etc. is the responsibility of the applicant. Business Office personnel will not register an applicant. If a check(s) is needed to register, or for hotel expenses, the applicant must indicate this requirement on this form (Item #5) and attach a complete copy of the registration form. Checks will be issued after Board approval and sent directly to the company/organization by the Business Office.*

5. Special Notations: _____

6. Date Submitted to Principal: _____ Employee Signature _____
7. Principal Signature: _____ Acct/Grant # _____
8. Superintendent Signature _____
9. Board of Directors' Approval Date _____

Official opinion No. 39 issued by Attorney General Israel Packel (filed June 8, 1973) interpreted the above referred to Section (516 and 516.1) an advised that these sections do require documentation and that the "verification" called for by the statue should be supplied by such things as receipted hotel bills, airplane fees, turnpike fees & parking lot receipts.