

**REQUEST FOR
ABSENCE FROM DUTY FOR SCHOOL
BUSINESS/WORKSHOP**

Principal approval for school business, educational workshops, conferences, etc. must be obtained prior to the absence. Superintendent or Assistant Superintendent approval is required for all workshops.

Name: _____ Date of absence: _____

Campus: _____ Department or Group: _____

Event or workshop title: _____

Place: _____ Time: _____

Purpose: _____

Budgeted: Yes No

Budget Code: _____

Approved
 Not Approved

Principal Signature

Date

Approved
 Not Approved

Central Admin. Signature

Date

A complete copy of this report must be turned in with the monthly "Sick Leave Log"