

PROTOCOL

INSTRUCTIONAL DIVISION – OFFICE OF PROFESSIONAL DEVELOPMENT UPDATED 8/2018

REQUEST FOR PROFESSIONAL DEVELOPMENT LEAVE FORMS/TRAVEL APPLICATIONS AND EXPENSE STATEMENTS

In an effort to streamline the submission of **Request for Professional Leave forms and Travel Applications & Expense Statements**, we have provided you with the process that should be followed. We **expect** Principals and Directors to share this information with their secretaries to ensure that everyone is aware of this information and the processes involved. **REMINDER:** Principals and staff should know that when a conference leave is grant funded, you should be able to provide proof of attendance, i.e., name tag, conference schedule, monogrammed book bag, etc., if requested.

