



# SOMERS POINT SCHOOL DISTRICT

## PROFESSIONAL DAY REQUEST

Employee's Name \_\_\_\_\_ DATE: \_\_\_\_\_

Position \_\_\_\_\_ JRS  DWS  NYA

Date(s) of Requested Leave: \_\_\_\_\_

All requests requiring *Out Of District* travel **MUST** be approved in advance and submitted **TWO WEEKS prior to the date of the regular Board of Education Meeting.**

All requests for *In District Professional Days* **MUST** be submitted **TWO WEEKS prior to the date of the requested date.**

**Reason for requested days:** *(Must be completed **IN DETAIL** for authorization)*

\_\_\_\_\_  
\_\_\_\_\_  
**Location of out of district workshop/conference** \_\_\_\_\_

**Substitute required:** Yes  No

**Professional Day In district** Yes  No

**Out of District** Yes  No

Cost of Meeting Registration \_\_\_\_\_ Travel \_\_\_\_\_ Food \_\_\_\_\_

Lodging \_\_\_\_\_ Other (Explain) \_\_\_\_\_

**Registration forms and any other detailed information MUST be attached to this form for your professional day request to be approved.**

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**APPROVALS:**

**SUPERVISOR/PRINCIPAL CONCURRENCE:**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_APPROVED      \_\_\_\_\_DENIED

Reason for denying: \_\_\_\_\_

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**APPROVALS:**

**SUPERVISOR OF CURRICULUM CONCURRENCE:**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_APPROVED      \_\_\_\_\_DENIED

Reason for denying: \_\_\_\_\_

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**APPROVALS:**

**SUPERINTENDENT'S CONCURRENCE:**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_APPROVED      \_\_\_\_\_DENIED

Reason for denying: \_\_\_\_\_