EAST WINDSOR PUBLIC SCHOOLS

REQUEST FOR ABSENCE FORM – WORK RELATED REASON

*Employees of the East Windsor School District desiring permission to be absent from their assignment for any professional day purposes must complete this form. Complete **one** sheet for each request **(duplicate copy no longer necessary)**. Fill out and submit this form to your building administrator (and Director of Special Education, if applicable) for approval. Your request will be forwarded to Central Services where a determination will be made by the Director of Curriculum. You will receive an email confirmation from Central Services once the determination has been made. **Please Note: Approval must be obtained prior to the requested date(s).***

Check one:

- ☐ Professional Development
  - ☐ In District
  - ☐ Out-of-District
- ☐ Professional Meeting/Service
- ☐ Committee Work
- ☐ Field Trip
- ☐ Other

Employee's Name (print) _____ Date of Request _____

School _____

Permission is requested to be absent on the following date(s) and time(s): _____ _____
Date(s) Time(s)

Request is for: Full-Day ◉ Half-Day ○ ☐ a.m. ☐ p.m.

Reason for Absence: _____

Location:

Focus and purpose for attendance/explanation of how the professional development aligns with district, school, and/or team goals:

Is a substitute needed? ☐ Yes ☐ No Kelly Confirmation #:

I understand that I may be required to share information from this professional development with others at the request of administration.
EMPLOYEE SIGNATURE:

(To be completed by Administrator)

CONFERENCE COSTS: To be completed for **all** conference, workshop, and seminar attendance.

- ✧ Conference information must accompany request
- ✧ Administrator funding conference must complete and attach a purchase order
- ✧ Employee **must** submit receipts for all expenses

Budget Line: _____ Title: _____ Code: _____

APPROVALS

Principal: Approved Not Approved Date:_____
Reason:

Director of Special Education:
(if applicable)
Director of Curriculum: Approved Not Approved Date:_____
Reason:

Revised 09-25-2019