

**REQUEST FOR USE OF PROFESSIONAL DAY**

Current Date \_\_\_\_\_

Teacher \_\_\_\_\_

Workshop Title \_\_\_\_\_

Date of Workshop \_\_\_\_\_

Time of Workshop \_\_\_\_\_

Location of Workshop \_\_\_\_\_

Reason for Attending Workshop \_\_\_\_\_

\_\_\_\_\_

Number of Workshops Attended This School Year \_\_\_\_\_

Will a Substitute be needed?      Yes \_\_\_\_\_      No \_\_\_\_\_

Full Day?      Yes \_\_\_\_\_      No \_\_\_\_\_

If Partial Day Only, State Which Class Periods \_\_\_\_\_

Check One:      Will Use Personal Vehicle \_\_\_\_\_

Request School Vehicle \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Approval