

**GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
REQUEST FOR APPROVAL OF
ATTENDANCE AT A PROFESSIONAL MEETING**

Please secure principal's approval prior to sending to Board Office.

Name of Staff Member _____

Name of Organization _____

Type of Meeting _____
(Annual, National, State, Convention, Workshop, etc.)

Location _____
City State

Date(s) _____

Day(s) away with school in session _____

Substitute required? Yes No Cleared date(s) with Board Office? Yes No
(prior to attendance at activity)

Total budget requested \$ _____

All Professional Leave Requests should help address district goals. Our current goals include:

1. Improve student achievement for all students in reading.
2. Improve student achievement for all students in math.
3. Continually improve the level of quality learning.

How will this activity address district goals?

Principal/Supervisor

Date

Superintendent

Date

- 1 copy – Superintendent
- 1 copy – Principal
- 1 copy – Personnel File