

It is important to track school business leave accurately and by funding source. Please use this form for any school business leave. **District School Business Leave** must first be signed by a principal/supervisor and then sent to Teaching & Learning for approval. **Building School Business Leave** stays in the building and must be submitted to the principal/supervisor for approval.

Name of Employee

Building/Location Position

Date(s) of absence(s) Total number of days

Certificated Staff:	
<input type="checkbox"/> Full day <input type="checkbox"/> AM only <input type="checkbox"/> PM only	Is substitute required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Classified Staff:	
<input type="text"/> Number of hours per day	Is substitute required? <input type="checkbox"/> Yes <input type="checkbox"/> No

Funding Source:	Authorization Code	Authorization Code
<input type="checkbox"/> Special Education		<input type="checkbox"/> LAP
<input type="checkbox"/> Highly Capable		<input type="checkbox"/> Title I
<input type="checkbox"/> Title II		<input type="checkbox"/> Teaching and Learning
<input type="checkbox"/> ELL/Title III		<input type="checkbox"/> CTE
		<input type="checkbox"/> Building Code

Description of Professional Development Opportunity:

Employee Signature _____ Date

Principal Signature _____ Date

Approved
 Denied Rationale:

For Administration Office Use Only:

Director Signature _____ Date

Approved
 Denied Rationale: