

**Homewood City Board of Education  
Request for Professional Leave**

Date \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

Request is hereby made for \_\_\_\_\_ day(s) of professional leave for the dates of  
\_\_\_\_\_

for the purpose of \_\_\_\_\_  
\_\_\_\_\_

**Do you need a substitute?** \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signed

**Principal/Designee's Action:**

Check One:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

**Source of Funding for Substitute:**

Check One:

\_\_\_\_\_ School Allocation for Professional Development

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

\_\_\_\_\_ No Substitute Employed

\_\_\_\_\_  
Signed

**Superintendent/Designee's Action:**

Check One:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Signed