

REQUEST FOR PROFESSIONAL DAYS

WINCHESTER PUBLIC SCHOOLS
Office of the Assistant Superintendent

Pursuant to the Collective Bargaining Agreement between the WEA and the WSC, prior approval is required for courses for which tuition reimbursement and/or credit toward advancement on the salary schedule is requested

Procedures for applying for professional days are as follows:

- Complete this request form in its entirety. Requests must be submitted two weeks before date of requested leave and approval must be obtained prior to commencing leave.
- Obtain the signature of the building principal.
- Obtain the signature of the director/coordinator (where applicable).
- Attach a copy of the day's professional development program/description.
- Submit this form to the office of the assistant superintendent.

NAME:	SCHOOL:	POSITION (TEACHER OR TA):	SUBJECT/GRADE:
TITLE OF PROGRAM/WORKSHOP AND LOCATION:			
BRIEFLY DESCRIBE HOW THIS COURSE ADDRESSES SYSTEM/BUILDING GOALS:			
DATES LEAVE IS REQUESTED: (list each date individually)	SUBSTITUTE REQUIRED?		AMOUNT OF REIMBURSEMENT REQUESTED:*
	YES	NO	Registration fee
			Other
			Total
			\$
FUNDING SOURCE: (Tuition reimbursement, grant, WFEE, etc.)			Note: if funding source is from special education, the Director of Pupil Services must initial box
_____ Teacher's Signature		_____ Date	

APPROVALS	
_____ Principal's Signature	_____ Director/Coordinator/Supervisor's Signature
ASSISTANT SUPERINTENDENT'S COMMENTS (OPTIONAL):	
_____ Assistant Superintendent's Signature	_____ Date

By submitting my request, I understand **21 days after the final meeting date** (insert date), I must submit:

- 1) Proof of Payment
 - Credit card receipt or statement
 - Copy of front and back of cancelled check
 - Cash receipt
- 2) Provide a copy of my grade/transcript or certificate of completion