

Request for Personnel to Attend District/School Related Activities
Paid by Jordan School District General Fund - 0050

This request must be submitted and pre-approved by the Area Administrator.

Employee School/Department: _____ **Number of Students Participating:** _____

Employee Name	Date(s) of Leave	Start Time	End Time
(Employee Initiating Request)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Leave - Please check on of the following:

- | | |
|--|--|
| <input type="checkbox"/> School Curriculum (Not Clubs) | <input type="checkbox"/> JEA |
| <input type="checkbox"/> Team Sports* - Specify: _____ | <input type="checkbox"/> Other- specify: _____ |
- *Must be regional play schedule only; attach regional schedule if applicable.

Description of Activity and Purpose: _____

Location of Activity/Event: _____

Will any employee receive non-District compensation for participating in this event? Yes No
If yes, list employee name, amount of payment and reason for compensation: _____

Send original to Administrator of School

 Principal/Director Signature Date

In accordance with guideline "Substitute Approved Funding for Academic and Athletic Events".

Administrator of Schools Approval

Approved Denied** - State Reason: _____

 Administrator of Schools Date

Human Resource Approval

Approved Denied** - State Reason: _____

 Human Resource Administrator Date

**** If denied, cost will come from school budget.**

- | | |
|---|--|
| <input type="checkbox"/> Absence verified in AESOP - Sub Cost _____ | <input type="checkbox"/> Absence verified in Skyward _____ |
|---|--|