



# CARTERET COUNTY PUBLIC SCHOOLS

## REQUEST FOR PRIOR APPROVAL PROFESSIONAL LEAVE FUNDING AND ABSENCE

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

Name of Conference/Workshop \_\_\_\_\_

Location of Conf./Workshop \_\_\_\_\_ Date of Conf./Workshop \_\_\_\_\_

**Funding is Requested From:**

<p><b>School</b></p> <p>Principal _____</p> <p>State Staff Development _____</p> <p>Title I _____</p> <p>Other _____</p>	<p><b>Central Services</b></p> <p>Person Supplying Funding _____</p> <p>Source of Funding: _____ (Ex.: Title I, Title II – Improving Teacher Quality, Technology, Exceptional Children, CTE, etc.)</p>
--	--

**Funding is Requested For:**

<p>Substitute _____</p> <p>Registration Fee of _____</p> <p>Stipend _____</p>	<p>Transportation _____</p> <p>Per Diem (meals and lodging) _____</p> <p>Other: _____</p>
<p>_____</p> <p><b>Employee's Signature</b></p>	<p>_____</p> <p><b>Date(s) of Absence</b></p>

**Approval of Absence:**

<p>_____</p> <p><b>Principal's/Administrator's Approval of Absence</b></p>	<p>_____</p> <p><b>Date of Approval</b></p>
--	---

**Funding Approval:**

Funding Requested for:	Funding Source/Account Code:	Explanation of Funding
u Substitute	_____	_____
Registration	_____	_____
Transportation	_____	_____
Per Diem	_____	_____
Stipend	_____	_____
Other: _____	_____	_____

**Funding Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

- Complete an SD-2 *PRIOR* to attending an out of county conference/workshop for approval of funding and absence.
- Upon completion of the conference/workshop you will need to complete a Request for Reimbursement of Overnight Travel (SD10) and attach it to the approved copy of the SD-2. Please note, a Google Maps print out of the trip must be included. Please see instructions on the SD-10 form.
- If Central Services is funding the conference/workshop, turn in the completed SD-2 form into Central Services for the proper funding source/account code to be provided in the above space. Central Services will return the SD-2 to the school so the reimbursement for overnight travel can be processed.