

LATTA SCHOOLS  
INSTRUCTIONAL LEAVE REQUEST

\_\_\_\_\_  
Employee(s)

Workshop, event meeting, etc. to be attending:

\_\_\_\_\_

Place: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leave will require the following:  
(To be completed by principal/supervisor/designee)

Please check  
appropriate  
area(s)

Payment from:

\_\_\_\_\_ Sub \_\_\_\_\_

\_\_\_\_\_ Mileage \_\_\_\_\_

\_\_\_\_\_ Meals \_\_\_\_\_

\_\_\_\_\_ Lodging \_\_\_\_\_

\_\_\_\_\_ Registration  
Fees \_\_\_\_\_

\_\_\_\_\_ Registration  
Supplies, etc. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor Signature & Date

\_\_\_\_\_  
District Approval Signature & Date