

**HIGH SCHOOL PRINCIPAL'S
DISCRETIONARY PROFESSIONAL RELEASE DAYS**

Each high school principal may access up to thirty (30) professional release days for the purpose of teachers accompanying students to off-campus instructional activities or for other purposes directly related to learning. Examples: Literary Meet, Model U.N., inter-school articulation.

In each case, the name of the teacher being granted a professional release day(s) should be sent to your Payroll Tech in the Payroll Office at least one week in advance.

School: _____

Teacher's Name: _____

Teachers's ID Number: _____

Date of Release Day(s): _____ **to** _____

Number of Release Day(s) in this request: _____

Purpose of Release Days(s)/Names of Event:

This will access day(s) _____ **of thirty for instructional year 20**__ **- 20**__.

Principal's Signature

Date

Payroll's Fax Number: 770-472-7673