

DPS #170 Request for Absence

Current Date: _____

To Be Completed By Individual Requesting the Activity a **Minimum of 10** School Days Prior to Event:

Name: _____ Position: _____ Home School: _____

Name of Activity: _____ Location or City: _____ Date or Dates: _____

Event Duration: ☐ Whole Day ☐ Half DaySubstitute Need: ☐ Yes ☐ No Periods? (If different than event) _____☐ Check if you are interested in the District Car.
(You will be notified by Central Office of its availability)**ANTICIPATED COSTS:** (Please attach a copy of the workshop/conference brochure)**Registration Fee:****Lodging:****Estimation of Meals:**

(The district allows \$10.00 for Breakfast, \$15.00 for Lunch, and \$20.00 for Dinner - this includes the 20% tip. If you go above this amount you will be responsible for the difference. Detailed receipts must be submitted to be reimbursed.)

Transportation/Mileage (to and from home school, please attach mileage map) Miles: _____ X**Tolls:** (you will need to provide receipts or IPASS print out)**Sub Total:****Substitute Cost:**

Please remember this is only a request. You may proceed with registration fees and/or hotel arrangements once you have received approval confirmation from your principal.

I will not claim any college course reimbursement or college credit for this activity:

Signature of individual requesting approval**To Be Completed by Principal:** ☐ Approved ☐ Not Approved**TOTAL ANTICIPATED EVENT REIMBURSEMENT:**Charge Reimbursement to: _____ / _____
(line item number) (line item title)**TOTAL ANTICIPATED SUBSTITUTE COST:**Charge Reimbursement to: _____ / _____
(line item number) (line item title)_____
Signature of Principal_____
Date**Central Office Approval:** ☐ Approved ☐ Not Approved☐ CW ☐ LC_____
Signature of Assistant Superintendent_____
Date

Complete and submit to the Principal, who will complete and send to the Central Office. Signed copies will be scanned and returned to the Staff Member and to the Principal within 5 days. Any supporting documentation should be attached for proper credit.