

**HERITAGE HIGH SCHOOL  
Request for Professional Leave**

**Instructions for Processing Form:**

1. Complete the lower part of the form, indicating the name of the account for determining the extended code (and paying substitute if necessary), and notify your department chair.
2. Submit the signed form to an **Assistant Principal** for approval.
3. Once approved, the AP will forward to the Principal's Secretary who will put the reason # and extended code # on the form and return it to you.
4. **When you receive the form with a reason # and extended code # you may then call LARS and put your job # in the upper right hand corner on this form.**

Reason # \_\_\_\_\_

Extended Code # \_\_\_\_\_

Job # \_\_\_\_\_

**Do not call LARS until this form has been signed by an administrator!**

Name: \_\_\_\_\_

Date(s) of Leave: \_\_\_\_\_

full day  half day  ( a.m.  p.m.  ) substitute needed yes  no

Purpose of Leave: \_\_\_\_\_  
\_\_\_\_\_

Where you will be: \_\_\_\_\_

(Give exact location, including city and state.) \_\_\_\_\_  
\_\_\_\_\_

Name of account: \_\_\_\_\_  
(Instruction/Staff Development - or - Name of Activity/Club)

Account Supervisor Approval \_\_\_\_\_

Department Chair Notified yes  no

Assistant Principal Signature \_\_\_\_\_