



RELEASE TIME REQUEST

Building: _____

Date: _____

A Release Time Request form must be filled out for every **conference, workshop, in-school meeting, field trip, athletic/coaching event or any school business related absence**. This form must be received by Business Office at least **three weeks** prior to the event. Each staff member is responsible for entering a School Business absence request on Will Sub. You may track approval of request on Will Sub.

Date(s) of requested release time: _____

Name of Staff Member(s):	AM	PM	Full Day	Is Sub Required?	Sub Needed For:
_____				Y N	
_____				Y N	
_____				Y N	
_____				Y N	
_____				Y N	

***** **NOTE: APPROVAL IS NEEDED BY BUDGET MANAGER PRIOR TO REGISTRATION*******

Event Title: _____
(Attach the Event Registration Form)

Event Location: _____

Event Dates: _____ **Registration Deadline:** _____

Please explain the purpose of the event and how it supports student achievement and school improvement goals: _____

Substitute Account Number: ____ - ____ - ____ - ____ - ____ - ____

Conference Account Number: ____ - ____ - ____ - ____ - ____ - ____

Estimated Costs		PO# (For Office Use Only)
Registration (receipt required)	\$	
Lodging (receipt required)	\$	
Parking	\$	
Meals (receipt required)	\$	
*Mileage (miles x per mile =)	\$	
Airfare	\$	
Luggage	\$	
Cabs	\$	
*Use Expense Reimbursement Form	TOTAL \$	

Applicant Signature:	Date:
Building Administrator/Director:	Date:
Budget Manager:	Date:
Dir. of Human Resources:	Date:

Employee

Human Resources

Budget Manager

Finance

Supervisor