

Request for Personal Leave on a scheduled Professional Development Day

Please complete this form for _____, who has requested personal leave on _____ which is a PD day from _____ School.

Activity scheduled for this day: (Please describe the agenda for the day)

How will this staff member gain the learning and skill acquisition missed as a result of the personal leave? (Identify dates and time and methods and personnel that will be used to review the PD activity)

What activity will you be doing to follow-up on the learning from this day with your staff?

Will this staff member be prepared to participate in the follow-up activities?
