

**VIRGINIA COMMUNITY UNIT SCHOOL DISTRICT #64
651 S. MORGAN STREET
VIRGINIA, IL 62691**

REQUEST FOR PROFESSIONAL LEAVE

DATE: _____

NAME: _____

ACTIVITY: _____

LOCATION AND DATE: _____

RATIONALE: _____

APPROXIMATE COSTS:

Substitute _____

Mileage _____

Meals _____

Lodging _____

Registration _____

TOTAL APPROXIMATE COSTS _____

SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

APPROVED _____

COSTS APPROVED _____

SUPERINTENDENT'S SIGNATURE: _____