

Professional Leave Notification

(Form must be completed and approved for absence from regularly assigned duties.)

NAME: _____ SCHOOL: _____

MEETING NAME: _____ HOSTING DEPARTMENT: _____

DATE(S) OF MEETING (*please list all dates*): _____

SCHOOL APPROVAL: _____ DATE: _____

SUB NEEDED: No or YES: Full Day Half-day: AM PM

FOR TEACHER

Classes in MyPassport *

If you do not know the course number, please call the department holding the training.

1. Register in *MyPassport*: Section Code # _____
2. Record absence and if needed request a sub:
Call 303-953-4745 or visit
www.bvsd.org → Employees → Request a Sub
3. Sign in at meeting—**NO EXCEPTIONS**.
4. If you do not have positive attendance at the class, hours will be deducted from your annual leave.

NOT in MyPassport

Examples: classroom visits, attending a conference, individual one-on-one meetings.

- 1) Turn this form in to School Administration.
- 2) Record absence and if needed request a sub:
Call 303-953-4745 or visit
www.bvsd.org → Employees → Request a Sub

*** If you do not register in *MyPassport* and sign in at class, you will not receive a seat-time certificate and your school will not be reimbursed for your sub.**

FOR SCHOOL ADMINISTRATION

Classes in MyPassport

For all classes in *MyPassport*, refer weekly to Infor Teacher Absence Sub Report. Reimbursements will be made according to attendance/sign-in.

Please note this may cover yearlong classes with multiple dates.
Refer to dates above and follow this procedure for all dates.

Class Code # _____

**** IMPORTANT: "Subbed for/Comments" field:**
Please enter comments exactly as provided on the Infor Teacher Absence Sub Report

NOT in MyPassport

Department hosting a class should provide an account code and meeting reason.

Account code:

____/____/____-____-____

**** IMPORTANT: "Subbed for/Comments" field:** Please enter comments exactly as provided on the Infor Teacher Absence Sub Report including any other additional information such as event name.