

**PROFESSIONAL PERSONNEL  
OUT-OF-DISTRICT MEETINGS OR ACTIVITIES NOTIFICATION**

\_\_\_\_\_ requests permission to attend  
**Name**

\_\_\_\_\_  
**Name of Meeting/Conference**

At \_\_\_\_\_ on \_\_\_\_\_  
**Location** **Dates**

\_\_\_\_\_  
**Director/Principal Signature**

\_\_\_\_\_  
**Date Submitted**

\_\_\_\_\_  
**Director Of Schools Signature**

\_\_\_\_\_  
**Date**

**Please give to Director of Schools at least one week in advance or as soon a possible should advance notice not be possible.**