

**CARTERET COUNTY PUBLIC SCHOOLS
REQUEST FOR PRIOR APPROVAL
PROFESSIONAL LEAVE FUNDING AND ABSENCE**

Employee Name _____ School _____

Name of Conference/Workshop _____

Location of Conf./Workshop _____ Date of Conf./Workshop _____

Funding is Requested From:

<p align="center">_____ School</p> <p>_____ Principal _____ State Staff Development</p> <p>_____ Title I _____ Other, _____</p>	<p align="center">_____ Central Services</p> <p>Person Supplying Funding _____</p> <p>Source of Funding: _____ (Ex.: Title I, Title II – Improving Teacher Quality, Technology, Exceptional Children, Vocational, etc.)</p>
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Funding is Requested For:

<p>_____ Substitute</p> <p>_____ Registration Fee of \$ _____</p> <p>_____ Stipend</p>	<p>_____ Transportation</p> <p>_____ Per Diem (meals and lodging)</p> <p>_____ Other: _____</p>
<p>_____ Employee's Signature</p>	<p>_____ Date(s) of Absence</p>

Approval of Absence

<p>_____ Principal's/Administrator's Approval of Absence</p>	<p>_____ Date of Approval</p>
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Funding Approval

Funding Requested for:	Funding Source/Account Code:	Explanation of Funding
_____ Substitute	_____	_____
_____ Registration	_____	_____
_____ Transportation	_____	_____
_____ Per Diem	_____	_____
_____ Stipend	_____	_____
_____ Other: _____	_____	_____
<p>Funding Approved By: _____</p>		<p>Date Approved: _____</p>

- Complete an SD-2 prior to attending an out of county conference/workshop for approval of funding and absence.
- Upon completion of the conference/workshop you will need to complete a Request for Reimbursement of Overnight Travel (SD-10) and attach it to the approved copy of the SD-2.
- If Central Services is funding the conference/workshop, turn in the completed SD-2 form into Central Services for the proper funding source/account code to be provided in the above space. Central Services will return the SD-2 to the school so the reimbursement for overnight travel can be processed.