

## REQUEST FOR RELEASE TIME

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

Please check one: \_\_\_\_\_ Personal Day (Two days per year)  
 \_\_\_\_\_ Professional Day \* complete questionnaire upon return  
 \_\_\_\_\_ Early Release Time  
 \_\_\_\_\_ Other – Please Specify: \_\_\_\_\_

Date of Release Time:		Day of the Week for Release Time:	
Early Release Time:( be specific):		Coverage:	
Morning hall proctor duty?		Where?	
Name of Course	Period Number	Period Letter	To Be Completed by Office Staff
	1 <sup>st</sup>		
	2 <sup>nd</sup>		
	3 <sup>rd</sup>		
	4 <sup>th</sup>		
Which lunch does your class have?			
	5 <sup>th</sup>		
	6 <sup>th</sup>		
	7 <sup>th</sup>		
Afternoon hall proctor Duty?		Where?	

**PROFESSIONAL DEVELOPMENT:**

**Please attach brochure or flyer.**

\_\_\_\_\_ **Computer** \_\_\_\_\_ **Instructional**  
 \_\_\_\_\_ **School Improvement**

Program Name, Location, & Sponsor

How will this program enhance your professional responsibilities?

\_\_\_\_\_  
**Teacher Signature/Date**

\_\_\_\_\_  
**Principal Signature/Date**