

**EACS**  
**PROFESSIONAL LEAVE SUPPORTING DOCUMENTATION**

This form is to accompany the *Leave Request Form* to attend a Meeting/Conference  
**Attach Additional page(s) if necessary**

Name \_\_\_\_\_ Position \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

Conference Name, Date, Location \_\_\_\_\_

**Curricular standards addressed at conference/workshop:**

(What curricular standards will be supported by my attendance at this conference/workshop? How will student learning be benefited?)

**Principal Support:**

(How does the staff member's participation support your school improvement plan?)

**Implementation plan:**

(How will the information learned at this conference/workshop be implemented in my classroom, shared with colleagues, and benefit the district program as a whole?)