

**Penns Grove-Carneys Point Regional School District**  
**REQUEST FOR RELEASE FROM WORK DAY FOR**  
**PROFESSIONAL MEETING/WORKSHOP/SEMINAR**

Date: \_\_\_\_\_

Dear: \_\_\_\_\_  
 Superintendent of Schools

I am requesting the following day(s) \_\_\_\_\_ for the appropriate reason as checked below:

\_\_\_\_ Professional Meeting – Title: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 \_\_\_\_ Workshop/Seminars\* - Title: \_\_\_\_\_  
 Location: \_\_\_\_\_ Phone # \_\_\_\_\_

*\* A Work Release packet must be completed for any meeting/workshop/seminar that requires you to leave the district. (Packet includes this form and pages 1 & 2 of the Same Day Workshop/Travel Approval Process Form).*

*Is this a New Jersey Department of Education (NJDOE) event? \_\_\_ Yes \_\_\_ No*

*Requesting mileage reimbursement? \_\_\_ Yes \_\_\_ No (Voucher must be submitted after event)*

*Is a Purchase Order required? \_\_\_ Yes \_\_\_ No (If Yes, please attach Purchase Order)*

*(For Administrative Use Only) Charge Account #: \_\_\_\_\_*

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Employee Signature**

Approval \_\_\_\_\_  
**Granted** Administrator Date

Approval \_\_\_\_\_  
**Denied** Administrator Date

Approval \_\_\_\_\_  
**Granted** Dir. of Curriculum & Instruction Date

Approval \_\_\_\_\_  
**Denied** Dir. of Curriculum & Instruction Date

Approval \_\_\_\_\_  
**Granted** Superintendent Date

Approval \_\_\_\_\_  
**Denied** Superintendent Date

Following actual day of event, please submit this form to your immediate supervisor for verification purposes, who will in turn forward to Superintendent's Office. Thank you.

**EMPLOYEE VERIFICATION OF ABSENCE**

**\*(Travel/Workshop Justification Summary Sheet must be attached)\***

\_\_\_\_ In my opinion, the above-indicated event should be accepted as legitimate. \_\_\_\_\_  
 Administrator's Signature

\_\_\_\_ In my opinion, the above-indicated event is not justifiable. \_\_\_\_\_  
 Administrator's Signature

**DO Use ONLY:** Date Board Approved: \_\_\_\_\_ Date Board Denied: \_\_\_\_\_