Calvert County Public Schools
SYSTEM-SPONSORED LEAVE REQUEST

TO: Dr. Susan Johnson
FROM: Janel McPhillips
DATE: 9/12/2019

☒ Professional Leave
☐ Other Internal Leave

The following staff member(s) are requesting leave to attend: National Aquarium Terrapin Heath Training
To be held at Chespax @ King's Landing Park
The date(s) of the proposed leave will be 10/1/2019 in the afternoon needing a 1/2 pm sub and returning to work on 10/2/2019

Name/Position	School	Substitute Coverage	Registration Fee	Mileage	Airfare	No Financial Assistance	MSDE Funded (Documentation)	Hotel	Meals	Other i.e. taxis, airport, etc
Donna Goucher	BES	Yes								
Chuck Gustin	CHS	Yes								
Michelle O'Donnell	NHS	Yes								
Wendy Jones	BaES	Yes								
Wendy Palensky	HES	Yes								
Anne Piccoli	CES	Yes								
Tammy Wright	WHES	Yes								
Kristin Wood	DES	Yes								
Candice Sison	CCS	Yes								
Jessica Brechbiel	MHES	Yes								
Kristin Walker	MES	Yes								
Brenda DeChantes	PAC	Yes								
Joella Boggs	PPES	Yes								
Jacqueline Willey	SLES	Yes								
Gayle Bylan	SES	Yes								

#1 187.50

POSTED

Upon approval, I will submit to the Assistant Superintendent any purchase order(s) associated with this request. Upon my return, I will also submit a voucher itemizing all expenditures and including receipts as required by regulation.

PLEASE DO NOT FORWARD THIS FORM UNTIL YOU HAVE INDICATED THE FUNDING SOURCE AND THE ACCOUNT CODE TO BE USED FOR THIS REQUEST. SEND COMPLETED FORM AT LEAST **TWO WEEKS** PRIOR TO THE DATE OF THE TRAVEL/EVENT.

FUNDING SOURCE: GENERAL SUB FUND
ACCOUNT CODE: 1-080-203-0100-0180 101-8900

☒ APPROVE
☐ DISAPPROVE
Principal or Supervisor — Date 9/13/19

☒ APPROVE
☐ DISAPPROVE
Director — Date 9/17/19

☒ APPROVE
☐ DISAPPROVE
Assistant Superintendent — Date 9-19-19

Tracking: Sandra Nicholes will return this form to the teacher, principal, supervisor or director who initiated the request.
Revised July/2008