

# RUSSELL COUNTY SCHOOLS ADMINISTRATOR/SUPERVISOR REQUEST FOR PROFESSIONAL MEETINGS

Submit this form to the division superintendent no later than two days prior to meeting for trips of one full day or more.

<b>Renewal Points Requested</b>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
NUMBER _____	

\_\_\_\_\_  
*Name (Print)*

\_\_\_\_\_  
*Meeting to Attend*

\_\_\_\_\_  
*Location*

\_\_\_\_\_  
*Date(s) of Meeting*

\_\_\_\_\_  
*Days Away from Job*

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

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



APPROVED: \_\_\_\_\_  
*Division Superintendent*

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