

George County School District
Professional Development Request Routing Procedures
2025-2026

Sections One and Two to be completed at School/Location level

This application must be submitted at a minimum of 2 weeks prior to leave. Applications requiring board approval must be submitted prior to board meeting that falls before the training date. Application must be approved before attendance.

In order to be prepaid, application must include Conference, Hotel, and Travel documentation when initially submitted. The form must be completed in its entirety or it will be returned without approval.

1. Participant completes and signs Section 1 of Professional Leave Form and submits it to Supervisor/Principal for funding and approval. *Hotel information must be attached to form if applicable, including the Check-In and Check-Out dates.*
2. Principal completes Section 2 of Professional Leave Form including entering complete fund numbers for expenses.
3. Principal will forward completed form to Human Resources and keep a copy for his/her records.

Sections Three through Six to be completed by District Office

1. Human Resources will log Professional Leave and forward to Fund Director/Designee.
2. Fund Director/Designee verifies funds are available and either approves or denies the leave.
3. If Fund Director/Designee approves, the form is routed to Chief Financial Officer for Fund Availability Verification.
4. Chief Financial Officer verifies/approves, and hotel reservations will be made if applicable.
5. Upon Complete approval, form is routed to Human Resources who will disperse as follows:
 - Original returned to School/Location Secretary
 - Copies to *Fund Director, Payroll, Human Resources Director.
6. Hotel confirmation provided by Business Office if applicable and a requisition/purchase order will be submitted for Travel Card Services.

Approved originals returned to school should be routed/dispersed as per school's procedure. A copy of Approved Professional Leave Form must be submitted with Payroll Leave sheet for employee and with all Travel Reimbursement requests.