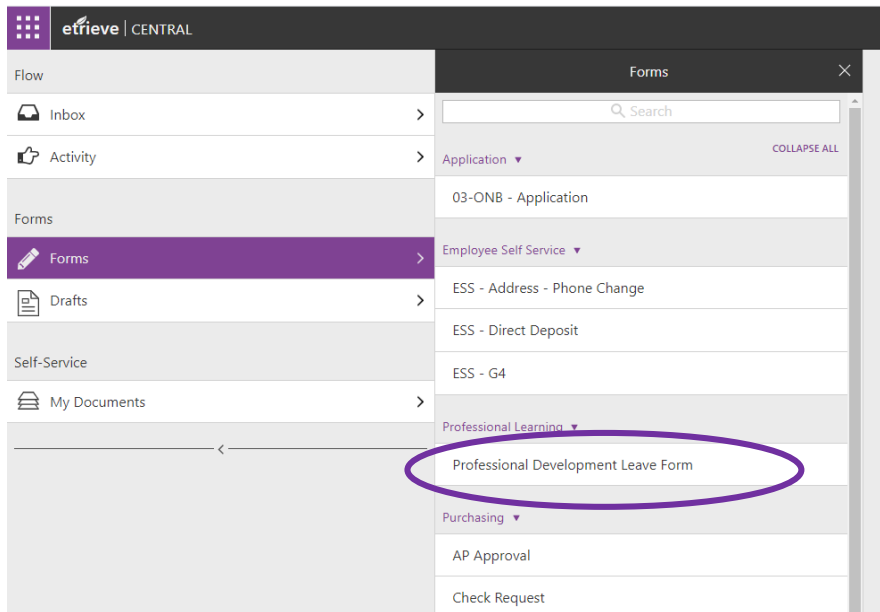


Professional Development Leave Form

Login to <https://etcentral.cook.k12.ga.us> and click on the Google G to sign in with your credentials.

The Professional Development Leave Form is found in your Forms under Professional Learning.



This form **MUST** be completed at least two weeks prior to attending a professional learning opportunity off of Cook County Schools campuses. The form will auto populate your name. You must complete the **Employee Information**

Trip Information

Estimated Travel Expenses Requested

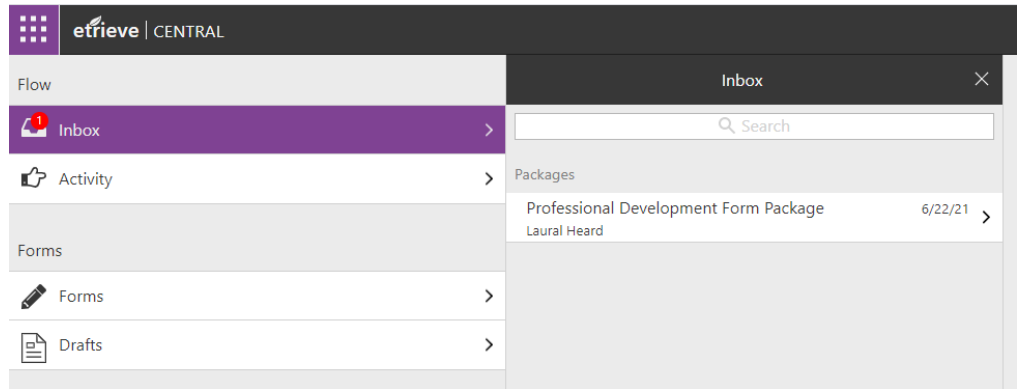
The name of the conference must by listed in **Purpose of Request...**

Once the above areas are completely filled out you will submit the form to your principal using the **Submit To** button on the bottom of the screen.

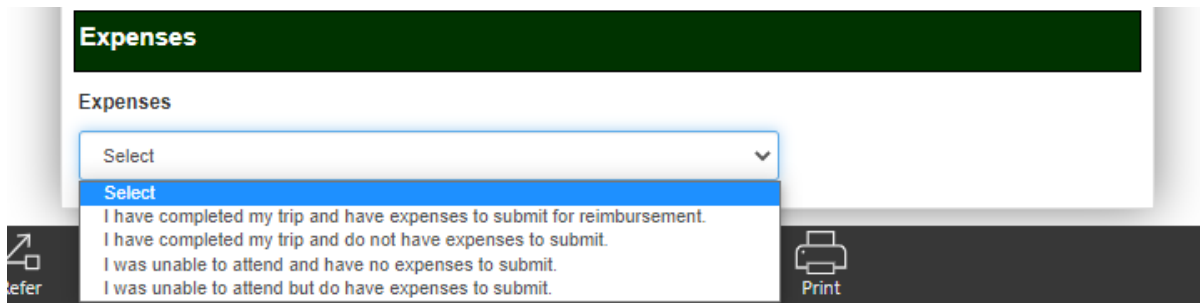
Once your request has been reviewed by your principal/director you will receive an email notifying you.

A screenshot of the 'Request for Professional Leave & Expense Report' form. The form is titled 'Request for Professional Leave & Expense Report' and features the Cook County Schools logo. It contains three numbered instructions: 1. This form MUST be submitted to your Principal at least fourteen days in advance. Failure to do so may prevent approval. 2. After leave is approved by the principal, then this form MUST be forwarded to the appropriate Program Coordinator for approval. 3. A copy of this form, and receipts for expenses, MUST accompany your travel reimbursement Expense Form. If not attached, this may delay your reimbursement check. The form is divided into sections: 'Employee Information' with fields for Name (Laural Heard), Employee ID, School, and Position; 'Purpose of Request and how it will support school/system mission and your professional goals.'; 'Trip Information' with fields for Destination of Trip, Leave Date, Leave Time, Return Date, Return Time, and Number of Actual Full Work Days Away (OR) number of hours; and a checkbox for 'Substitute Needed'. At the bottom, there are buttons for 'Submit To', 'Attachments', 'Download', and 'Print'.

After you have attended the PL opportunity you will log back in to etrieve to complete the form. The form will be in your inbox.



You will need to scroll to the bottom and complete the Expenses portion of the form.



You will select, "I have completed my trip and have expenses to submit for reimbursement." This option will open up an expense report for you to complete.

Travel: Enter all information including total miles traveled. Total mileage will calculate based on that information.

Other Expenses: Receipts must be submitted in the Attachments area at the bottom for anything listed in this section.

Meals: Multiple days can be added by clicking on the Add Date button. Reimbursement amounts can be found on the Professional Learning page of the district website.

By clicking Approve once you have completed this form you are certifying that the charges were made in performance of your duties for Cook County Schools.

*You can click History to check the status of the reimbursement.