

OPP CITY BOARD OF EDUCATION  
PROFESSIONAL DEVELOPMENT TRAVEL REQUEST FORM  
OPP, ALABAMA

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Request is hereby made for \_\_\_\_\_ day(s) of professional leave for the date(s) of:

\_\_\_\_\_ for the purpose of :

\_\_\_\_\_

Please list which activity or funds will pay for the substitute expense.

\_\_\_\_\_

**Principal Action:**

\_\_\_\_\_ Approved by: \_\_\_\_\_

\_\_\_\_\_ Disapproved by: \_\_\_\_\_

**Superintendent's Action:**

\_\_\_\_\_ Approved by: \_\_\_\_\_

\_\_\_\_\_ Disapproved by: \_\_\_\_\_