

**APPLICATION FOR EARLY RELEASE FROM DUTY
TO ATTEND COLLEGE COURSE
EXHIBIT**

**CODE: GBRH-E (2)
DATE: 09/18/02**

Board policy allows released time between 2:00 p.m. and 3:00 p.m. to be used for travel to college course site if needed. Accumulated time will be deducted from teacher's professional/personal leave earnings.

Teacher's Name _____ **Date** _____

School Where Employed _____

Course _____
(Title)

Purpose of Course _____

Course Site _____
(Location)

Credit Given By _____
(Institution)

Beginning Date _____ **Ending Date** _____

Frequency of Class Meetings _____

Time Class Convenes _____

Time Requested for Release from Duty _____

Total Number Hours of Released Time for Course _____
(Applies between hours of 2:00 p.m. and 3:00 p.m.)

Teacher's Signature _____

Principal's Approval _____

Director of Personnel's Approval _____