Application for Release Time
Pleasant Valley High School

Date of application_____

❖ Staff member(s) requesting release time:_____

❖ Department/Subject area:_____

❖ Reason for request/Activity_____

❖ Date(s) to be released - <u>list dates below and specify if full or half day</u>

Date(s)	Circle One
	Full day / Half day
	Full day / Half day
	Full day / Half day
	Full day / Half day

❖ Account to be charged for release (select one):

_____Site Title II   *(use release code 4035-020 when requesting sub)*

_____District Title II   **(attach email with account code &/or D.O. personnel's approval)**

_____Other (specify):_____

Administrator Approval (signature)_____

_____Copy to Holen for follow up
_____Copy to Office Manager
_____Copy to Applicant(s)