



BOULDER VALLEY SCHOOL DISTRICT

Professional Leave Notification

(Form must be completed and approved for absence from regularly assigned duties.)

Teacher check-off list:

- Signed-up in AVATAR: <http://profdev.bvsd.org/login.html> . If registering in AVATAR, complete **section 1** only.
- NOT IN AVATAR: If class is not in AVATAR complete **section 1 and section 2**
- Request substitute: if a substitute is needed, you will need to contact the sub office to request your substitute for the day of training at <https://subrequest.bvsd.org/logOnInitAction.do>. You will be prompted to choose a full day or half day sub in Avatar. This is for school reimbursement purposes only and does not alert the sub office of your needs for a sub.
- Return completed form to *Principal's Assistant* (route to Principal for approval)

SECTION 1: FOR CLASSES IN AVATAR

Name of Participant:	
School:	
Position/Grade:	
Meeting Name:	
Location of Meeting:	
Date(s) of meeting:	

SUBSTITUTE NEEDED:

- Full Day Half Day a.m. or p.m.
 NO SUBSTITUTE REQUIRED

X _____
Signature of Applicant

X _____
Date

SECTION 2: FOR CLASSES NOT IN AVATAR

Meeting sponsored by: _____
Name of Facilitator and Department

Principal Assistant check-off list:

- If needed, Route to Principal for approval
- If class is in Avatar: Keep this form at school and submit time and attendance in Lawson. Use school SRA accounts listed below to charge the substitute.

Account Codes to charge substitutes: Please contact Phil Winterbourne (x5174) for budget questions

- 10/xxx.0010/121.204 – Elementary ▪ 10/xxx.0020/121.204 – Middle Level ▪ 10/xxx.0030/121.204 – High School

- If class is in NOT in Avatar: Route this form to the department facilitating meeting/class for budget code – **see section 2**

X _____
Signature of Principal/Supervisor

X _____
Date

SPENDING AUTHORITY OFFICE USE ONLY

BUDGET CODE: _____

Approved: _____