

AP Reader Absence Request

(Submit form to Erin Fischer in Human Resources)

HUMAN RESOURCES
 phone (509) 354-7265
 fax (509) 354-5963
 www.spokaneschools.org



Spokane Public Schools
excellence for everyone

NAME:	EMPLOYEE ID:
WORK LOCATION:	PHONE:
DATES OF ABSENCE:	AP READER SUBJECT AREA & LOCATION OF:

Teachers in Spokane Public Schools are being supported with Educational Release time to support participation as AP Readers. The reason for this support is two-fold. First, Spokane Public Schools is interested in the professional growth of its teaching force. And second, the district seeks to benefit from the employee sharing his/her new knowledge with colleagues so that the organization as a whole can benefit from the employee's involvement. Employees must communicate with their principal how they plan to share the expertise learned through this process with their colleagues.

This request form must be accompanied by documentation from the College Board regarding your selection as an AP Reader. This documentation should include an invitation/acceptance letter and dates of travel and reading from the College Board.

Invitation/Acceptance Letter Attached

Dates of Travel and Reading Attached

Please note your request will not be processed until the above items are submitted to Human Resources along with this completed form.

Employee Signature: _____ Date: _____

HUMAN RESOURCES USE ONLY		
LEAVE TYPE(s):	From:	To:
<input type="checkbox"/> Billing form submitted to accounting (if applicable)		

HR Approval: _____ DATE: _____