



School Involvement Leave Request and Approval Form

Please refer to policy DEC (Local) and the Waco ISD Employee Handbook. An employee wishing to take school involvement leave must submit a request to his or her principal or supervisor at least three days in advance of the anticipated absence. District employees may request school involvement leave during working hours for parental involvement and/or authorized school volunteer purposes.

School involvement leave shall be defined as leave used strictly for participating in parent conferences (in Waco ISD or outside Waco ISD) or in District volunteer programs (Waco ISD only) as approved by the employee's supervisor.

An employee may use this type of leave for up to eight hours per year from August through May of each school year. **Any school activity that requires the employee to participate for eight hours in one day shall not be included under school involvement leave.**

This absence must be reported as "School Involvement" in TEAMS. Pre-approval is required from the employee's supervisor and if a substitute is needed, the employee must pre-arrange one through the sub. System (TEAMS).

Date Form Submitted: _____ Employee ID #: _____

Employee Name: _____ Position: _____

Parent Conference

Name of Child: _____ Type of Conference: _____

Authorized Waco ISD Volunteer Program Activity: _____

Date: _____ Start Time: _____ End Time: _____

Employee Signature: _____ Date: _____

Your request is: Approved Denied

Supervisor Signature: _____ Date: _____

Visiting School Official: _____ Date: _____

Form should be kept on campus and filed with all other leave request documents.