

Has the location been approved by the Superintendent or designate? Yes  No

Have you attached the required copy of the email approval including the purpose of the intervisitation? Yes  No

Does this leave support your Professional Growth Plan? Yes  No

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

TELEPHONE: Home \_\_\_\_\_

School \_\_\_\_\_

TYPE OF LEAVE:  Within Zone  Within Division  Out of Division

LOCATION OF INTERVISITATION SCHOOL \_\_\_\_\_

TEACHER(S) BEING VISITED: \_\_\_\_\_ DATE OF INTERVISITATION: \_\_\_\_\_

SUBSTITUTE COVERAGE REQUIRED? For Self YES  NO   
For GYPSD teacher being visited YES  NO

**EXPENSE CLAIM FORM FOR ALL INTERVISTATIONS MUST BE SUBMITTED REGARDLESS OF CLAIM AMOUNT**

ESTIMATED COST OF INTERVISITATION: \_\_\_\_\_  
(see claim information on claim form)

Is this your first conference/workshop leave application this school year? \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal  
(prior to submission to Zone Representative)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Received

APPROVED BY: \_\_\_\_\_  
Signature of Zone Rep.

**REQUESTS MUST BE SUBMITTED TO THE APPLICABLE PROFESSIONAL GROWTH ZONE REP AT LEAST A MINIMUM OF 2 WEEKS IN ADVANCE OF INTERVISITATION.**

**\*\*If leave is not taken, the zone rep. must be notified within 5 days of the approved leave.**

**Professional Growth Zone Reps:**

HINTON:	Ryan Maguhn	Harry Collinge High School	email: ryanmagu@gypsd.ca
EDSON:	Jan Wiens	Parkland Composite High School	email: ataedsonrep@gypsd.ca
	Marina Hagler	Mary Bergeron Elementary School	email: marihagl@gypsd.ca
LOBSTICK:	Tina Morrison	Evansview School	email: tinamorr@gypsd.ca
GRANDE CACHE:	Brenda Kelly	Sheldon Coates School	email: jbrenkell@gypsd.ca
JASPER:	Becky Koss	Jasper Elementary School	email: beckkoss@gypsd.ca

**DISTRIBUTION:** atapg@gypsd.ca; Principal/School Secretary; Applicant; PG Representative