

# APPLICATION FOR STAFF RELEASE TIME

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

**OBJECTIVE(S) TO BE ACCOMPLISHED:**

**RATIONALE FOR RELEASE TIME:**

**TARGET AUDIENCE:**

**PROPOSED ACTIVITIES:**

**TIMELINE:**

**EVALUATION PROCESS:**

**OUTCOME EVALUATION:**

**Check one:**

- May be advertised in Staff Development Publication or School Newspaper
- Limited audience; do not advertise
- Scheduled for Interactive Video

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
District Approval

\_\_\_\_\_  
School Site Council Approval