

Receipt Date

School Release Authority

PDoE Reference
No

This Authority verifies this teacher has approval from the Head Teacher to be absent from the classroom to attend to matters of personal importance at the Provincial Education Office. This release authority must be attached to a Teacher Query form .

1. Teacher Details (Please print using block letters)

Family Name: Given Name(s):

Province: School Name: School Code:

Employee Number:

2. Previous Attempts to Resolve Query

Date issue was first raised (ddmmyy)

Officer Contacted (if known):

Attach any relevant correspondence to the "Teacher Query" form.

3. Head Teacher Release Authority

I am aware of previous attempts by this teacher to resolve the matter included on the attached Teacher Query Form. I have discussed the matter with the teacher and I have approved his/her release to visit the Provincial Office for the following period.

Start Date of Release (ddmmyy)

End date of Release (ddmmyy)

I recommend days' leave of absence.

Head Teacher: Signature:..... Date:

4. Province Management Checklist

Receiving Officer: Position: Date:

Referred to: Position: Date:

Action Taken:

Query resolved on:

Teacher notified of action taken on:

Query referred to Supervisor on:

Query referred to NDoE on:

Action Officer's Name: Signature: Date:

5. Leave Approval by PEA/Superintendent of Ed.

Leave for this teacher is approved as follows:

Days as leave with pay

Days as leave without pay to count as service.

Days as leave without pay not to count as service.

Signature: Date:
(PEA/Superintendent of Education)

6. Personnel Records Management

1. Teacher's Leave/Salary Records

Date Leave/Salary Updates Completed:

Action Officer:

2. Information to NDoE

Date information forwarded to NDoE:

Action Officer:

3. Finalising Actions

Date Teacher Query closed and filed:

Action Officer: