

**EDUCATION SUPPORT
PROFESSIONALS**



**Submit application and all
supporting documents to:**

**APPLICATION FOR STUDENT
TEACHING LEAVE**

**The Leaves Department
7770 West Oakland Park Boulevard
Sunrise, FL 33351**

**(Application must be submitted within one month of
beginning the student teaching assignment)**

This application must be filled out **completely**. An official copy of a transcript that contains Grade Point Average (GPA) information and the notarized Student Teaching Promissory Note must be included. **Incomplete applications will not be processed.**

To Be Completed by Employee

Name _____ (Last) (First)	Personnel No. _____
Home Address: _____ (House Number & Street)	Telephone #: _____ (Cell/Home)
_____ (City) (State) (Zip Code)	E-mail: _____
Current Work Location Name: _____	Work Phone: _____
	Original Hire Date: _____

Length of Student Teaching Assignment:

Start Date: _____

End Date: _____

Subject Area/Areas of Concentration: _____

Employee's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Applicants must meet all criteria specified in Article 15, Section N of the Collective Bargaining Agreement between The School Board of Broward County, Florida and the Broward Teachers Union- Education Support Professionals (BTU-ESP). Failure to comply with these requirements will result in the denial of your request. All sections of the application must be completed. If any sections are left blank, your application will not be accepted.