

**EDUCATION SUPPORT  
PROFESSIONALS**

**APPLICATION FOR STUDENT  
TEACHING LEAVE**

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



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

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

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)
_____	Personal E-mail: _____
_____	Work Phone: _____
(City) (State) (Zip Code)	
Current Work Location Name: _____	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.*