



Miami-Dade County Public Schools

School Name _____

Temporary Duty Request

Use this form to request coverage for classes when working other than the regularly assigned instructional schedule.

DIRECTIONS:

1. Check the appropriate item below:

- A. The employee seeks approval to be off campus on school related business.
- B. The employee seeks approval to work at the school site on school related business and will not be performing regularly assigned duties.
- C. The employee seeks approval for travel/field trip.
- D. The employee seeks approval for Jury Duty.
- E. Other: _____

2. Attach any information explaining your whereabouts (agenda, invitation, registration, travel, field trip, etc.)

3. Submit this form to the Principal as far in advance as possible. (Example - 5 working days in advance of the anticipated date of absence.)

4. The Principal will return the approved (signed) form for follow-up. (lesson plans, class coverage, payroll, etc.)

Name _____ Employee # _____

Subject(s) taught: _____

I request temporary duty for the following dates/times: _____

To attend the following meeting, conference, workshop or convention: _____

PROGRAM # _____ LOCATION # _____

Sponsored by: _____

Employee's Signature: _____ Date _____

Approved Disapproved

Principal's Signature: _____ Date _____

NOTE: Submission of this form does not guarantee approval. A temporary instructor will not be retained without proper approval from the Principal.

- 1st Copy: Principal's Secretary
- 2nd Copy: Substitute Locator
- 3rd Copy: Asst. Principal Curriculum
- 4th Copy: Employee