

James P. Jackson
Executive Director of Athletics

Dr. Devon Q. Horton
Superintendent



DeKalb County School District
Athletic Department
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Office (678) 676-1821
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MEMO TO: **James P. Jackson**
 Executive Director of Athletics

SCHOOL_____

NAME OF COACH/TEACHER_____

ATHLETIC EVENT TO BE ATTENDED_____

DAY OF WEEK	DATE	FULL DAY	HALF DAY

100.38.11.00.000101.999.0000

CHARGE CODE FOR PROFESSIONAL LEAVE

PRINCIPAL'S SIGNATURE

PROFESSIONAL LEAVE IS AUTHORIZED WITH FULL PAY.

APPROVAL-EXECUTIVE DIRECTOR OF ATHLETICS

(After approval by the Executive Director of Athletics, a copy will be returned to the principal to be included with the payroll report. On the payroll report, the absence should be marked authorized with pay.)

"THE SCHOOL CANNOT LIVE APART FROM THE COMMUNITY"