

**SABBATICAL PROPOSAL**  
(This sheet must be the cover to your sabbatical proposals.)

Name: \_\_\_\_\_

Date received by Superintendent's office: \_\_\_\_\_

How many years have you taught in the District? \_\_\_\_\_  
(Must have taught at least seven consecutive years)

Have you received a sabbatical before? \_\_\_\_\_ If so, when? \_\_\_\_\_

Discuss your proposal with your Principal and obtain signature.

\_\_\_\_\_  
Principal's signature

Principal's comments (optional):

Full year \_\_\_\_\_ Half year \_\_\_\_\_  
Indicate whether other lengths of time are possible:  
Full year \_\_\_\_\_ Half year \_\_\_\_\_

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According to Board policy, "The purpose of sabbatical leave is to enable the staff members to develop professionally in a manner consistent with District goals. Proposals for sabbatical leave should fall into the categories of a structured research project or academic degree program, and should be evaluated using criteria developed by the Administrative Council and Staff Development Committee."

Your proposal should include the following information:

1. What do you plan to do?
  - Outline courses, professors, areas of study, independent work planned, or whatever is appropriate to your proposal.
  - Outline your goals or the product you expect to complete during your sabbatical.
2. How does this sabbatical relate to your Professional Growth Plan?
3. How does this sabbatical relate to District goals?
4. Have you included a **Sabbatical Enrichment Grant Evaluation Form with the first column completed?**
5. What impact will this sabbatical have on your performance in your present position?
6. How do you plan to share the results with your colleagues?  
(Board policy states that upon the completion of a sabbatical, the recipient must submit a written report to the Superintendent, School Board, Principal, and Staff Development Committee.)