

HILLSBORO CITY SCHOOLS  
COACH'S TRAINING/EVENTS  
Leave Form

Name \_\_\_\_\_ Date of Training \_\_\_\_\_

School HHS HMS HES Position \_\_\_\_\_

Attendance requested by: \_\_\_\_\_ Coach \_\_\_\_\_ Athletic Director

Sport you coach \_\_\_\_\_

Meeting/Event Title \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_ to keep license \_\_\_\_\_ to keep up-to-date on my sport rules  
\_\_\_\_\_ League/Sectional/District/Regional/State competition  
\_\_\_\_\_ Other \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_ during school day \_\_\_\_\_ need a sub \_\_\_\_\_ after school

Registration Fee \$ \_\_\_\_\_ **A COMPLETED REGISTRATION FORM MUST BE ATTACHED**

\_\_\_\_\_ Registration made by treasurer's department  
\_\_\_\_\_ Registration made by coach  
\_\_\_\_\_ Registration made by athletic department

Original receipts are required for reimbursement

\_\_\_\_\_ Miles to and from event (only if approved by athletic director)  
\_\_\_\_\_ Parking (only if approved by athletic director)  
\_\_\_\_\_ Lodging (only if approved by athletic director)  
\_\_\_\_\_ Meals (only if approved by athletic director)

Coach signature \_\_\_\_\_ date \_\_\_\_\_  
Athletic Director \_\_\_\_\_ date \_\_\_\_\_  
Principal \_\_\_\_\_ date \_\_\_\_\_  
Superintendent \_\_\_\_\_ date \_\_\_\_\_

Account Code \_\_\_\_\_