 **PROFESSIONAL IMPROVEMENT FUND LEAVE REPORT FORM**

This report must be submitted to the Superintendent of Learning Services (Central Schools, Diverse Learning and Human Resources) c/o the PIF Administrative Assistant, ATA Local #55, within 30 days of utilizing release time under the approved PIF Funding. Thank You.

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| **Name** |       |
| **School/Department** |       | Employee ID: |       |
| **Teaching Assignment** |       |

**DETAILED ACCOUNT OF UTILIZATION OF RELEASE TIME GRANTED UNDER PIF FUNDING:**

**DATE UTILIZED**

**RELEASE TIME: ACTIVITY PARTICIPATED IN (EG. Exam Writing, Thesis Writing etc.):**

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**What outcomes were achieved to support teaching and learning? How will you bring back your studies to support your students/yourself?**

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| **This is to certify that I utilized the release time noted above to support my pif funding grant:** |
| DATE: |   |
| SIGNATURE: |  |

Submit this form to:

**Via Pony to ATA Local #55 - Professional Improvement Fund or via email:** **pif@ataloc55.ab.ca***Refer to* ***"PIF GUIDELINES”*** *for further information.*