



REQUEST TO ATTEND LEADERSHIP

LEADERSHIP TRAINING IS A REQUIREMENT FOR CUSTODIAL CAREER ADVANCEMENT

1. To attend the Leadership training, employee must have completed Environmental Services I & II (Certified and Master Certified) training.
2. Without the current principal or worksite administrator's signature of acknowledgement at the bottom of this form the request to attend Leadership is not complete and will not be accepted.
3. The principal and worksite administrator should be aware that by giving permission (approving) for the employee to attend all classes, travel time is part of that employee work day each week for the duration of the class session. *(Plant Operations will notify the principal/Administrator via e-mail of scheduled dates when employee is officially requested to attend class.)*

**Department of Plant Operations
11035 S.W. 84th Street; Miami, FL 33173**

E-mail Form to: Plantoperations@dadeschools.net

Name: _____

Date: _____

PLEASE PRINT CLEARLY

Employee Number: _____

School/Location Name: _____

Your Work Hours: From _____ To _____

What is the date you completed or expect to complete Environmental Services II (Master) training, including any make-up classes?

_____ *DATE*

Please provide your instructors name? _____

Request Acknowledged By: _____

SIGNATURE OF PRINCIPAL/WORKSITE ADMINISTRATOR

**DEPARTMENT OF PLANT OPERATIONS
305-835-1050**