



**Helena Public Schools
Sabbatical Application Form**

Educators are encouraged to review section 4.3 of the current contract to make sure that they understand the essential requirements for a sabbatical. Sabbatical recommendations shall be based on the merit of all materials in the application packet with seniority being the criterion used in cases where there is equal qualification of applications.

Return application packet by the 2nd Friday in January to:

Professional Growth Committee
c/o Personnel Services Administrator
May Butler Center

Name:
School:
Assignment:
Number of Years with Helena Public Schools:

Length of sabbatical you are requesting:

- First semester only (Full pay)
- Qtr only – Indicate quarter ____ (Full pay)
- Second semester only (Full pay)
- Full year (1/2 pay)

Applications must include the following:

1. Completed Sabbatical Form
2. Cover letter to New Professionalism Committee that includes proposal abstract – not to exceed 1 page
3. Detailed description and rationale for sabbatical – not to exceed 8 pages double spaced
4. Three letters of support

I agree to return to the school district for a period of at least one (1) year immediately following this sabbatical or to return the money paid during the sabbatical.

Signature

Date