

NAME: \_\_\_\_\_

COUNTRY: \_\_\_\_\_



**Teaching Excellence and Achievement (TEA) Program**  
*A program of the U.S. Department of State's the Bureau of Educational and Cultural Affairs (ECA),  
implemented by IREX*

**LEAVE APPROVAL FORM**

*This leave approval form is to be completed by the school director at the school where you are currently employed. The form must be hand signed.*

I certify that our school agrees to participate in the 2018 Teaching Excellence and Achievement (TEA) Program funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered by IREX, in the event that our teacher is selected for participation in the program.

Our school will provide assistance to our TEA Participant by supporting him or her to participate in the six-week TEA program in the United States in 2018. I understand that program activities will include a professional development program at a U.S. university, including coursework and/or customized seminars and intensive training in teaching methodologies and strategies for diverse school environments, lesson plan development, and instructional technology. The program will also include a field experience at a secondary school to engage participants actively with U.S. teachers and students.

Ms./Mr. \_\_\_\_\_ will be granted leave

**with pay**

**without pay**

during this time and will be re-instated upon his or her return to the school.

I recognize the importance of this program in the pursuit of advancement and development for the school's teachers, and I support the applicant's participation in the program.

Name of School Director \_\_\_\_\_

Signature of School Director (**must be hand signed**) \_\_\_\_\_

Date \_\_\_\_\_