

EDUCATIONAL LEAVE REPORT

Agency				Fiscal Year					
Individual Responsible for this Report				Phone Number					
Name	Position	Degree/ Course Work	School	Cost to Agency					
				Leave	Tuition	Fees	Books	Travel	Total

This report or any variation of this report, which contains the same information, is to be submitted on or before January 1 of each year to the Legislature and to the Mississippi State Personnel Board. The reporting period covers the previous fiscal year. Additional sheets may be attached if needed.