

WORKSHOP/CONFERENCE/PROFESSIONAL DAY REQUEST FORM

I am requesting permission to attend: ___ Conference ___ Workshop ___ Seminar ___ IEP or ___ Coaching assignment, as per the following information:

ATTACHED COPY OF REGISTRATION PAPERWORK

Name of Conference _____

Location _____ Date/Time _____

Purpose: Describe how requested training is linked to the SIP of the building or district, and how the training will support the Common Core Standards. _____

Dissemination of Information/Knowledge: A program evaluation must be submitted to the building principal by each person attending the professional development activity within one (1) week of the training unless deferred by the building principal.

Professional Development Expenses	
Registration Cost:	_____
Mileage/Transportation	_____
Other	_____
Total	_____

If professional development expenses are to be reimbursed by another entity, please list _____

List source of funds used for Professional Development expenses: _____

Teacher Signature/Date

Principal Signature/Date

___ Approved
___ Denied

Superintendent Signature/Date