

STAFF DEVELOPMENT REQUEST FOR APPROVAL

Federal Program _____ CTE _____ SPED _____

Total number requesting approval:

ADMINISTRATOR(S) _____ TEACHER(S) _____

School: _____

Conference _____ Workshop _____ Training _____ Other (Explain) _____

Activity Title: _____

Description (Attach Agenda/Brochure): _____

Please indicate which of the following your requested activity supports:

School Improvement Plan ____ BOE Strategic Plan ____ Individual Growth Plan ____

Travel Destination: City: _____ (No out-of-state)

Anticipated Expenditures: (Check all that apply)

Mileage _____ Lodging _____ Registration _____ Meals _____

Dates of Activity: _____

Will leave on _____ and return to work on _____

Principal's Signature

Date

Please turn in a separate form for each event that you plan to attend to the Title I Office The professional development checklist and roster of participants should be attached to this form.. Forms should be submitted at least ten (10) workdays prior to the event. Requests must be approved before attending the event.

After receiving approval, the **school** is responsible for all registrations.

In order to be a good steward of taxpayer's money, carpooling is mandatory. If more than one person is attending the same meeting and you choose not to carpool, you may not apply for mileage reimbursement. Reimbursement for overnight lodging will not be paid if a meeting is within 50 miles of your duty station and/or your residence.

Reviewed and Approved by:

Date:
