

Gadsden County School Board

PROFESSIONAL DEVELOPMENT AUTHORIZATION FORM

Section A – PERSON REQUESTING TRAINING

Today's Date: _____

Position: _____

Name: _____

Office Phone Number: _____

Worksite: _____

Section B – TRAINING

Training Date: _____ Training Time: _____

Name of Training: _____

Training Audience: _____

Consultant/Facilitator contact Information: _____

Telephone Number: _____ Email address: _____

Section C – ROOM REQUEST FOR MAX WALKER BUILDING

☐ Curriculum Library

☐ Board Room

☐ Media & Technology Center

Section D – TECHNOLOGY REQUIREMENTS

EQUIPMENT: ☐ Computer Number Needed _____

☐ Laptops Number Needed _____

☐ Projector ☐ Screen ☐ Speakers ☐ Whiteboard

Web Address/URL _____

Section E – APPROVALS

Erica Starling

Director of Personnel & Staff Development

Signature

Date: _____

☐ Approved ☐ Denied

Dr. Sonja Bridges

Assistant Superintendent of Academic Services

Signature

Date: _____

☐ Approved ☐ Denied