

Professional Development Request Form 2016-2017☺

***This form only has to be completed for PD that involves fees/expenses. Once approved, you will still need to complete a P.O. PRIOR to attending or purchasing items.**

Faculty Member's Name: _____

Would you be interested in sharing the training you received with your co-workers? _____ Yes _____ No

Name, Date and Location of Workshop:	
Is this a state required training (like AP) and/or is the building principal requesting you attend?	
Registration Fees - Amount: *A P.O. will need to be completed.	
Substitutes Needed? *If so, for how many days?	
Travel Reimbursement will be requested (for required training or if prior approval has been given)- estimated cost: *A P.O. will need to be completed.	
Meal Reimbursement will be requested (for required training or if prior approval has been given)- estimated cost: *A P.O. will need to be completed.	
Lodging - Amount: *A P.O. will need to be completed.	

Principal Signature: _____

Federal Programs Coordinator Signature (to indicate if funds are still available): _____

***Once funding has been determined, the original form will be sent to the building principal for PD approval. A copy of the form will be sent back to the teacher as well to indicate if there are funds available.**