

PROFESSIONAL DEVELOPMENT APPROVAL REQUEST FORM
Required for Workshops and Conferences for Professional Development

Requests must be submitted no later than thirty (30) days prior to the conference date.
 Attach literature explaining the conference to this request form.

Name: _____ School: _____

Position: _____ Date of Application: _____

TITLE:	
DATE(S):	
LOCATION:	
SUBSTITUTE REQUIRED:	<i>(circle one)</i> YES NO
REGISTRATION FEE:	\$
PARKING (if applicable):	\$
MILEAGE (from school):	\$ _____ miles @ .54 (2016 rate) * IRS approved amount
RATIONALE FOR ATTENDANCE:	

Signature of Supervisor/Principal:	Date:	Approved: <i>(circle one)</i> YES NO
Signature of Superintendent	Date:	Approved: <i>(circle one)</i> YES NO

*** No reimbursement will be paid without the original receipts submitted to the Superintendent following conference attendance.**