**Professional Development and/or Conference Request Form 2022-2023 ☺**

**\*This form ONLY has to be completed for PD/Conferences that involves district fees/expenses. Once approved, you will still need to complete a P.O. PRIOR to attending or purchasing items. Please complete this form AND your P.O. at least ONE WEEK in advance.**

Faculty Member’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Building: \_\_\_\_\_\_\_\_\_\_\_

Would you be interested in sharing the training you received with your co-workers? \_\_\_\_\_Yes \_\_\_\_\_ No

|  |  |
| --- | --- |
| Name, Date and Location of Workshop/Conference: |  |
| 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 (only for required trainings or if you have principal approval) estimated cost:  \*If a school vehicle is available, and you choose to take your own vehicle, you may not be reimbursed for travel. |  |
| Meal Reimbursement (only for required trainings or if you have principal approval) estimated cost: |  |
| Lodging -Amount:  \*A P.O. will need to be completed. |  |

**Principal Signature:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete this part only if you are taking your own vehicle and want to be reimbursed for travel expenses.** (Please explain why the conference is necessary for the faculty member to attend and that the cost for travel is reasonable). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Federal Programs Coordinator’s Signature or Superintendent’s Signature** (to indicate if funds are still available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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