

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.**