Requesting approval to attend an out of district event?

Complete steps A through G listed below:

A. In the Event Description box below, please include brief responses to each of the following questions and in your responses please include the question number to which you are responding.
1. What objectives, topics, and content will be covered during this PD activity?
2. How is the requested learning experience connected to either the district's CSIP, your School's Improvement Plan or your Professional Growth Plan? Please list specific goal(s).
3. How will your attendance at this activity benefit the staff and/or students with which you work?
4. Please provide a date for when you will submit your presentation of your learning to the professional development office and your building pd representative.

B. In the Submission Notes box, add any additional information that should be considered with your submission including a breakdown of the cost of the event using the PD Expense Request Form linked below. Attach this form to your entry.
https://docs.google.com/document/d/1f1VR4iopady72FJeruqSFMHHPFlVl2_4xKHLmahGsSg/edit?usp=sharing

C. Leave the Reimbursement section blank. All expected expenses including reimbursements should be recorded on PD Expense Request Form.

D. In the Metadata section, select any tags that are related to your event. If your event does not relate to any of the available tags in a particular category, you may leave that category blank.

E. Leave the Feedback Form URL field blank.

F. Click Save and Publish Event. **Then, find the UPLOAD FILES button and use this to upload a Proof of Registration document to your submission**. Note: Even after you click Save and Publish Event, you will still have the ability to come back and edit your submission if needed.

G. Within 30 days of the conclusion of your PD event, please submit the presentation of your learning to your building professional development rep and the district professional development coordinator. Use the template

here:https://docs.google.com/presentation/d/1Nj_b2IHu_2uxfpNJ_PchGN8zvqWzDbtsZL7fZukNO14/edit?usp=sharing