



Williamsburg County School District Professional Development Application



Name/Position:			
School/Office:			
Name of Conference/Activity:			
Physical Address of Conference/Activity:	Street	State	Zip Code
Dates Attending: (mm/dd/yyyy)	From	To	
Professional Development Standards Being Addressed:			
<ul style="list-style-type: none"> - Leadership-Staff development that improves the learning of all students requires skillful school and district leaders who guide continuous instructional improvement. - Resources-Staff development that improves the learning of all students requires resources to support adult learning and collaboration 			
This Conference or Activity Supports:		District Strategic Plan	School Renewal Plan
Page:	Strategy:	Activity:	
Purpose for Attending:			
Date Scheduled to Share Information:	District	School	
	Ongoing / Current Academic Year	Ongoing / Current Academic Year	
I was assigned to attend this activity by:		I am requesting to attend this activity.	
	Travel-Related Expenses		Substitute Expenses
Source: Funding Number			
Travel:	Personal Car @ per mile		
	Public Transportation: Train, Plane, Bus, etc.		
	Meals: <input type="checkbox"/> with agenda <input type="checkbox"/> without agenda		
	Lodging:		
	Registration/Other		
	TOTAL ESTIMATED COST		
	Substitute Pay (Total Number of Days)		
I understand that I must submit travel and appropriate reimbursement requests no later than 1 week after returning from the conference/activity in order to receive reimbursement of expenses.			
Attendee's Signature:	Date	Principal's/Supervisor's Signature:	Date
Your request has been:	<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED
Assistant Superintendent of Teaching, Learning, and Leadership Support Signature:			Date
Executive Director of Professional Development and Instructional Support Signature:			Date