

Request for District Professional Development

Name(s): _____

Staff Development Activity: _____

Date(s): _____ Location: _____

Anticipated Expenses:

Registration _____	Meals _____	
Mileage/Transportation _____	Sub _____	Total
Lodging _____		<div style="border: 1px solid black; width: 100px; height: 25px; margin: 0 auto;"></div>

Please describe the activity (workshop, seminar, in-district observation, out-of-district observation, etc.). If applicable attach any information/literature about the event.

How will your attendance improve teaching/learning in our district? What might you share with others? How and with whom will you share what you learn?

Staff Signature

Date of Request

Approved (circle one) Yes No

Supervisor Signature

Date

Director of Instruction Signature

Date

I understand that by accepting district funds will obligate me to share information with others.