

STEPS FOR ATTENDING PROFESSIONAL LEARNING CONFERENCES / WORKSHOPS

1. Complete PRIOR APPROVAL FORM on DOCEFILL. Form Instructions are found on the top right under the header. Make sure you complete PROJECTED SHARING DATE.
2. Send completed Prior Approval Form electronically to your principal. Since you are the originator of the form, DoceFill will notify you via email as your PL form works its way through the approval channels. DO NOT REGISTER FOR THE CONFERENCE/WORKSHOP UNTIL YOU RECEIVE APPROVAL FROM ME.
3. You register for the course and pay the registration fee up front except in special circumstances which must be approved by Joi Woods. Save cancelled check or credit card statement for reimbursement. RESA courses require a purchase order number which you will get when you receive approval to take the course.
4. Complete your BLUE LEAVE SHEET at least two weeks prior to the workshop/conference date.
5. Attend conference/workshop. You must submit TRAVEL SHEETS with a copy of the registration payment within 45 days of the date of the conference/workshop. Turn in meal receipts and attach a copy of the conference/workshop agenda to the travel sheet with sessions attended circled or highlighted.

Maximum Reimbursement = \$700 per person per year.

DON'T FORGET TO TAKE A HOTEL TAX EXEMPTION FORM IF YOU ARE STAYING OVERNIGHT.

Tax Exempt forms and travel sheets are available on www.rabuncountyschools.org website under professional learning.