

# Professional Development Application

All leave requests for professional development or meetings must be approved by your supervisor and the Superintendent. Requests requiring out-of state travel or corporation payment for overnight stay requires Board of Education approval. These requests must be forwarded to the Superintendent ten days prior to the next regularly scheduled Board of Education meeting for consideration.

Applicant's Name(s):		Date of Request:	
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Name of Professional Development Event or Meeting:	
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Location of the Conference or Meeting (City, State):	
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Potential Expenses		Additional Information		
Registration		Date(s) of Conference:		
Travel		Number of School Days Missed:		
Lodging		Number of Non-school Days:		
Other Expenses		I am requesting reimbursement for overnight stay for this conference.	Yes	NO
Reimbursement Not To Exceed Amount		This is an out-of-state conference request.	Yes	NO

Please describe how your participation in this event furthers the educational outcomes of students or helps you complete your assigned duties more effectively. (150 Word Limit)

Applicant(s):		Date:	
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Principal's Approval:		Date:	
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Superintendent's Approval:		Date:	
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<b>Board of Education Review/Approval</b>	Date:	
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NOTE: A synopsis of the professional develop activity or meeting is required to be submitted to the Superintendent within ten days following the event. This synopsis shall be limited to one page in length and shall include pertinent information that details how the event furthered the educational outcomes for students or aided the employee in completing his/her duty assignment more effectively. Please provide specifics.