

Tommy Branch
Superintendent of Education

Lynn Revette
Assistant Superintendent

Wayne County School District

810 Chickasawhay Street
Waynesboro, MS 39367
Phone: (601) 735-4871
Fax: (601) 735-4872

<https://www.wcsdms.com>

Anetia Beal-Norsworthy, District 1
Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Dorcus Reynolds, District 5
Marcus Evans, Board Attorney

Personnel Travel Request

Principal _____ School _____ Date _____

Personnel Requesting Travel:

Date of Travel: _____

Place of Workshop: _____

Is the Travel required? ____ Yes ____ No By who (Attach a copy of the travel notification form)

The workshop enhances Professional Growth or System Enhancement. Check the one that applies.

Description of how the workshop enhances professional growth: _____

Description of how the workshop enhances the System: _____

How will the trip be funded? Be specific. _____

Person Making Request: _____ Date: _____

Principal: _____ Date: _____

Superintendent/Designee: _____ Date: _____

Board Approved: ____ Yes ____ No Date: _____