



PROFESSIONAL DEVELOPMENT JUSTIFICATION

Administrator Name: _____ School/Department: _____

Name and Location of Conference/Workshop: _____

Date(s) of Conference/Workshop: _____

Purpose for Attendance: (check which apply) Presenter Participant

Complete the chart below:

Name of Attendee(s)	Position (Subject Area/Grade Level)	Focus Sessions at Conference/Workshop (Attach Schedule and Session Assignments if available)

1. If more than one person is attending the conference/workshop, please justify the need of having multiple persons attend. (Attach additional pages if necessary.)

2. How does attending the conference/workshop contribute to your school/site goals, student growth, teacher capacity, and/or academic achievement? (Attach additional pages if necessary.)

3. How will attendees use the information received from the conference?

4. Is there a closer location for this conference that is more cost effective? If so, list location and date of conference.

Total Anticipated Cost: \$ _____ Current Travel Budget Balance: \$ _____

Administrator's Signature and Date _____