

Valdez City Schools

Professional Development Request Form

*****Must be completed and approved prior to your attendance*****

Name		
Activity		Date of Request:

(Request must be made at a minimum 30 days in advance of conference/seminar registration deadline)

Description of professional development activity for which funds are being requested:
 (Attach a copy of the brochure/advertisement for the event/ email requiring your attendance/
 reimbursement details if another agency will cover any expenses)

Conference/Training date(s):	
Date/Time of departure: (am/pm)	
Date/Time of return:(am/pm)	
Sub Requested (Y/N):	

Staff is responsible to submit a request for a substitute in Frontline to cover absence if applicable.

****Please see the personal vehicle/district vehicle travel requirement****

Please make clear what funding is requested	Building Funds (enter amount)	District funds (enter amount)	Special Education funds (Enter amount)	Total	Funding Program (enter name of funding program)
Registration				\$	
Lodging				\$	
Airfare				\$	
Mileage				\$	
Meals				\$	
Total Cost				\$	

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Explain what you anticipate learning and how it will be a benefit to Valdez City Schools.

Explain how this activity is related to your professional development plan/school improvement plan.

For Bldg. Administrator: Explain how this request is connected to the employee's professional development goals and/or your school improvement plan.

Employee signature

Date

Building Administrator Signature

Date

Approved Denied

District Office Administrator Signature

Date

Approved Denied

This form must be fully approved prior to making any arrangements related to this activity. By completing this form, employees accept that they must fill out a post-activity form explaining the benefits of the conference and how the knowledge will be implemented to benefit VCS.

*****Utilization of District Vehicles for transportation must occur (if available) prior to request for POV mileage. If more than one district employee is attending the same event/conference-ride sharing must be arranged to reduce costs to the district.*****