



DeSoto County School District

Professional Learning Request Form

Professional Learning funds are available to help teachers, administrators, paraprofessionals, and other support staff attend relevant, job-related conferences and sessions that support professional growth and development. Attendance approval is based on available funds, relevance, and district-based needs. Further, approval for this activity is contingent on the willingness of the participant to share its contents with staff as requested.

TO REQUEST FUNDING:

Please submit a PL Request Form **30 days before the activity** to the **Office of Instructional Services**. A signed copy of the request will be returned to the staff member as either approved or not approved for attendance.

DeSoto County School District

Professional Learning Request Form

Legal Name		School/Office	
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One (1) name/form

Name of Conference or Activity			
Beginning date		Ending date	
Location		Substitute Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please **attach all supporting documentation** to this form (e.g. Conference and Hotel Information) and submit it to the Office of Instructional Services **AT LEAST 30 DAYS** prior to the event or activity.

How will this professional learning experience benefit you in your current role?

APPROVAL FOR THIS ACTIVITY IS CONTINGENT ON THE WILLINGNESS OF THE PARTICIPANT TO SHARE ITS CONTENTS WITH STAFF AS REQUESTED. If requested, do you agree to share the contents of the above professional learning with staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Estimated Expenses	
Registration Fee:	
Meals:	
Lodging:	
Travel:	
Total Estimated Expense:	

Signature of Applicant		Date	
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Signature of Supervisor		Date	
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COMPLETED BY CENTRAL OFFICE

Pre-approval for payment of \$		Funding Line	
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Signature of Director, Instructional Services		Date	
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