



WEYMOUTH PUBLIC SCHOOLS
PROFESSIONAL WORKSHOP/CONFERENCE/MEETING REQUEST FORM

Name _____ Date of Request _____

School _____ Grade(s) _____ Subject _____

Check One: Workshop ____ Conference ____ Meeting ____ ☐ In-district ☐ Out of District

Topic/Title _____ ☐ Description attached

Location _____
City / Town _____ State _____

Directions: This form is for all activities in or out of the district

Teacher:

1. Complete this form two weeks prior to activity.
2. Attach complete activity description + all registration documents;
However, do not submit registration.
3. Submit to principal to identify funding source + activity approval.

Principal:

1. Approve or deny requested activity.
2. Approved activities are processed according to funding source:
building or district.

Building-based:

1. School secretary generates a request for requisition and attaches to this form.
2. Request form is sent to Asst. Supt. Office for approval;
Requisition is generated and the registration is processed.
3. Teacher receives a copy of the approved form.

District-based:

1. Activity request form is forwarded to Asst. Supt. Office for approval.
2. If approved, Asst. Supt. Office generates requisition for PO,
authorizes registration permission and returns copy to teacher.

Activity Dates (s): _____

Activity Start Time: _____

Activity End Time: _____

Estimated Expenses:

Registration \$ _____

TOTAL \$ _____

Substitute Needed: ☐ Yes ☐ No

Funding Source for Substitute:

- ☐ Building-Based
☐ District

Funding Source for Activity:

- ☐ Building-Based
☐ District
☐ Personal

Supervisor (If Applicable): _____ Date _____

Principal: _____ Date _____

Asst. Superintendent: _____ Date _____

Please explain on a separate page how this aligns with district levers. Please explain how this aligns with our School Improvement Plan. How will this PD be implemented in your future instructional strategies and/or school management?