



Bamberg County School District

Professional Development Request/Justification

*Instructions for Use: Complete request with required documentation and present to Principal/Supervisor for approval. **All professional development must be pre-approved.** Teachers or staff who have an opportunity to apply for reduced conference/training rates or scholarships to attend trainings **must** have approval prior to applying for the reduced rates/scholarship opportunities. Principal/Supervisor: Route to Finance Director for final consideration.*

Date: _____

School/Program: _____

Requestor: _____

Curriculum/Instructional/Program Area: _____

Is this:

- ☐ One-time conference attendance
- ☐ Ongoing for one or more staff member
- ☐ Other

Location and Date(s) of Training: _____

Training Provider and Description: _____

Needs Statement/Rationale: _____

Plan for implementation after training: _____

Requesting pre-approval for reduced rate/scholarship opportunity: Yes _____ No _____

Attach pertinent information (ex. Quotes, PD Flyer, etc). Request will NOT be considered without this documentation.

Principal/Supervisor Approval: _____ Date: _____

Principal/Supervisor must sign and route to Finance Director

DISTRICT OFFICE USE ONLY

Fund _____ Function _____ Object _____

Project print screen included _____

Fed.Program Director Sign./Date _____