



**OLD ADOBE UNION SCHOOL DISTRICT
CONFERENCE / MEETING / WORKSHOP
REQUEST FORM**

OAUSD supports the professional learning and growth of all staff. It is helpful to focus on what you want to learn before attending any conference, meeting, or workshop to help you prepare for learning and establish a way to evaluate the experience and share your learning when it is concluded. Please complete this request form for site or district support of ongoing professional learning opportunities and submit to your admin/supervisor.

Please ensure that your request is submitted **no later than 30 days prior** to the event.

Name: _____ School/Department: _____

Conference / Meeting / Workshop Name: _____

1. Describe this professional learning opportunity. Please provide a link and/or website for further information.

2. Provide the details on the intended impact on professional practice(s) and student learning.

3. What are the California Standards for the Teaching Profession and/or professional growth plan objectives that will be supported by this opportunity?

4. How does this professional learning opportunity align with the goals of the district?

5. How will the information from the conference, meeting, or workshop be shared with colleagues?

6. Number of previous requests granted during the current school year: _____

For Approval

If there is a cost associated with this conference please complete the Purchase Order Request.

