2026-2027 REQUEST TO ATTEND

VIRTUAL PD, PD OUT OF THE DISTRICT, OR ADULT TRAVEL APPROVAL ONLY ALL INFORMATION AND SIGNATURES MUST BE COMPLETE BEFORE ATTENDING

Trips under 100 miles may take up to 2 weeks for approval.

Trips over 100 miles require board approval and must be turned in by the 15th.

Attendee needs to complete this section, obtain principal approval, and email form to district staff.

Today's Date: School(s):

Name of Employee(s):

Position (Grade/Subject) Name of event:

Date(s) of event: Event Location (City, State):

Staying Overnight? Yes: ☐ No: ☐ Date(s) of travel (to and from):

Are you requesting PD credits? Yes: ☐ No: ☐ If yes, how many hours?

Purpose of event: (Please describe how this event aligns with your professional development goals and its specific relevance to your current instructional responsibilities. Include a detailed event description or agenda. Attach any supporting brochures or documentation that justify the objective of the training.)

See attached information

Number of Substitutes Required: Number of days each: Total days out of school:

***Refer to Board Policy 2.804 for Travel Regulations and Reimbursements**

Traveling by: Personal Vehicle: ☐ County Vehicle: ☐ Air: ☐ Other: Uber

*Transportation Distance: Estimated Cost:

*Over 100 miles or overnight require Board of Education Approval

Lodging cost per day: Estimated Cost:

Number of days Per Diem requested for food: Estimated Cost:

(Do not include meals covered by the registration fee)

Other expenses: (Registration, etc.): Estimated Cost:

Total Estimated Cost of Trip:

FUNDING SOURCE(S) FOR EXPENSES_____

School Approval

PRINCIPAL APPROVAL

	Yes	No	
Request Approved	☐	☐	
Substitute Approved	☐	☐	☐ NA
Funding Approved	☐	☐	☐ NA

_____ _____

Principal Date

Pre-approval is required from Principal and District. Trip is not approved until Approval Outcome (pg.2) is returned to the attendee.

NEXT STEPS: After obtaining School Approval, email this form to the appropriate personnel below for District approval.

K-5	Jessica Humbles
6-12	Amanda Denning
CTE	Melissa Dean
Special Education	Amy Moshinsky
Counselors	Patrice Hynek
Instructional Technology	Becky Petty
Healthy and Wellness	Becky Petty
ESL	Patrice Hynek
Testing and Accountability	Patrice Hynek

2026-2027

PROFESSIONAL DEVELOPMENT REQUEST

District Approval: Required for both District and School Staff Members

Appropriate Signatures will be obtained by Administrative Assistant

SUPERVISOR APPROVAL

Request Approved	☐ Yes	☐ No	
PD Approved	☐ Yes	☐ No	☐ NA
Funding Approved	☐ Yes	☐ No	☐ NA

_____ _____

Supervisor Date

DEPUTY DIRECTOR APPROVAL

Request Approved	☐ Yes	☐ No
PD Approved	☐ Yes	☐ No

_____ _____

Dr. Jennifer Cothron Date

Deputy Director

DIRECTOR OF SCHOOLS AND BOARD OF EDUCATION APPROVAL

Only required for trips over 100 miles or overnight travel

Request Approved ☐ Yes ☐ No

_____

Director of Schools

_____

Date of Board Approval

*Trips over 100 miles or overnight require Board of Education Approval

Approval Outcome

The below portion will be completed by District Staff

☐ The above request is approved. If PD credit was requested, it is now listed in Professional Learning for the Employee(s) listed above. Upload the certificate of completion in order to receive PD credit within two weeks of the event. Course Number_____

☐ The above PD request is approved, but funding is denied. If PD credit was requested, it is now listed in Professional Learning for the employee(s) listed above. Upload the certificate of completion in order to receive PD credit within two weeks of the event. Course Number_____

☐ The above PD request is NOT approved.