

- CERTIFIED PERSONNEL -

Professional Meeting Request

Employee's Name _____ Date of Request _____

School/Location _____

Name of Conference/Workshop _____

Date(s) of Workshop _____ Time(s) of Workshop _____

Rationale for Attendance: _____

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT? YES NO

Has the credit been approved by the Professional Development Coordinator/Committee? Yes No

ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT? YES NO

Has the credit been approved by Superintendent/designee? Yes No

WILL YOU BE PARTICIPATING AS A CONSULTANT? YES NO

If yes, will you be paid for your services? Yes No

HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES? _____

Superintendent/designee's Signature

Date

* PERSONNEL REQUESTING APPROVAL FOR ATTENDANCE AT PROFESSIONAL MEETINGS THAT REQUIRE EXPENSE REIMBURSEMENT MUST COMPLETE THE TRAVEL REQUEST FORM, 03.125 AP.21 AND SUBMIT THE COMPLETED FORM TO THE SUPERINTENDENT/DESIGNEE FOR APPROVAL PRIOR TO ATTENDANCE/REGISTRATION.

* AFTER ATTENDING PROFESSIONAL MEETINGS, PERSONNEL MUST COMPLETE THE TRAVEL EXPENSE VOUCHER, 03.125 AP.22 AND SUBMIT THE COMPLETED VOUCHER AND ALL REQUIRED RECEIPTS TO THE SUPERINTENDENT/DESIGNEE FOR REIMBURSEMENT OF EXPENSES.

RELATED PROCEDURES:

03.125 AP.21, 03.125 AP.22

Review/Revised:7/15/1997