

Professional Development Request Form
Centerville-Abington Community Schools

Instructions to Applicant

1. Complete ALL requested information
2. Submit one copy of the form to Principal's office.
3. Be sure to **sign and date** the request.

Employee's Name: _____

Position: _____

Building & Assignment: _____

Date of Application: _____ Total Days Requested: _____

Date(s) of leave: _____

<p>PROFESSIONAL CONFERENCE (Board approval MUST be obtained before attendance)</p> <p>Conference Title: _____</p> <p>Location of Conference: _____ (Include city and meeting center)</p> <p>***BE SURE TO ATTACH A COPY OF THE AGENDA, PROGRAM, ETC.***</p>	<p>ESTIMATED EXPENSES (NOT TO EXCEED)</p> <p>Meals \$ _____</p> <p>Lodging \$ _____</p> <p>Registration Fee \$ _____</p> <p>Other (specify) \$ _____</p> <p>Substitute cost \$ _____</p> <p>TOTAL REQUEST \$ _____</p>	<p>RECEIPTS MUST ACCOMPANY ALL REQUESTS FOR REIMBURSEMENT!!!</p> <p>Source of Funds... _____</p>
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PLEASE RESPOND TO THE FOLLOWING:

1. How will attending this conference/workshop benefit the students in my school?

2. Explain how this workshop relates to your building goal, the corporation goal or your personal goal?

3. How does this experience fit into my curricular area?

4. How will you use this experience when you return to the classroom?

Principal's Recommendation: Approve _____ Disapprove _____

Principal's Signature _____ Date _____

Employee Signature _____ Date _____

School Board Approved _____ Yes _____ No _____ Date: _____