

SOUTHEAST DELCO SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT REQUEST

Please complete and submit this request to your Principal/Supervisor at least **four (4) weeks** prior to the deadline for applying, registering, or making travel arrangements to present at or participate in external professional development opportunities.

This form must be completed for any external training opportunities that involve:

- District or grant funding
- Reimbursement, including mileage
- Contracted time out of the district

****Attach a copy of information about the training along with any registration forms, if necessary.****

All employees **must** wait for approval to present or participate before applying, registering, or making travel arrangements.

Employee: _____ Date: _____

Assignment: _____ Building: _____

Staff Development Opportunity Information

Title: _____

Date(s): _____

Location: _____

How will this opportunity help you to fulfill or enrich your job responsibilities?

Upon completion, please forward this form with all supporting conference documentation, to the office of Curriculum & Instruction.

Check all appropriate boxes:

I will need a substitute.

I will need to stay overnight.

I will complete my registration.

I will need to be registered.

Expected Expenses

Registration: \$ _____

Mileage: \$ _____

Hotel: \$ _____

Travel: \$ _____

Meals: \$ _____

Total: \$ _____

Funding

Funding Source: _____

Budget Code: _____

Upon completion, please forward this form with all supporting conference documentation, to the office of Curriculum & Instruction.

Employee Signature: _____

Date: _____

Principal/Supervisor's Signature: _____

Approved

Not Approved

Date: _____

Director of Curriculum & Instruction: _____

Approved

Not Approved

Date: _____

Superintendent's Signature: _____

Approved

Not Approved

Date: _____

Following approval, the original documents will be sent back to the building Principal and copies will be held at the Director of Curriculum and Assistant Superintendent's offices.
