

Staff Request for Workshop Approval

Person requesting

Date of request

Title of Workshop to be attended

Location of Workshop

Dates of Workshop

Briefly describe the relevance of the workshop to School Wide Goals, your curriculum, or your professional development plan.

Cost of Workshop _____

Cost for Substitute (\$81.00 a day) _____

Approximate cost for food
(breakfast-\$7, lunch-\$10, dinner-\$13
if not provided by hotel or workshop) _____

Cost for lodging _____

Mileage at \$.40 per mile _____

Total Amount Requested _____

Principal's Signature _____
(must be signed by principal before given to a PD member)

To be completed by Professional Development Committee

_____'s attendance at the following workshop,

on _____ has been **APPROVED/ DENIED**

Date

Representative of PDC

Total Amount Approved _____