

PROFESSIONAL DEVELOPMENT / WORKSHOP REQUEST APPLICATION

Date Submitted \_\_\_\_\_

Name \_\_\_\_\_

Workshop Title: \_\_\_\_\_ Workshop Date \_\_\_\_\_

Reason for attending workshop and/or professional development:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please attach a copy of the professional meeting agenda or other related materials, if available.

Workshop Expenses

Workshop Fee \_\_\_\_\_

Mileage Expense \_\_\_\_\_

Hotel \_\_\_\_\_

Total Cost \_\_\_\_\_

Upon attending the workshop and/or professional development, I will complete and turn in to the District Office a Professional Development Report and will be willing to share the information gained from attending the workshop and/or professional development with other staff in the District.

\_\_\_\_\_  
Principal

Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

Approved

Not Approved

\_\_\_ Original: Carole to register

\_\_\_ Copy to: Teacher, Stacy