

**PROFESSIONAL DEVELOPMENT APPROVAL REQUEST**

Name \_\_\_\_\_

Date: \_\_\_\_\_

Department/Grade \_\_\_\_\_

Title of Conference or Activity: \_\_\_\_\_

Location of Conference or Activity: \_\_\_\_\_

Activity Date(s) \_\_\_\_\_

Check (all that apply) of the area(s) covered by conference program  
(Conference MUST apply to School Improvement Goals of your Building)

- \_\_\_\_\_ Improve Student Achievement in Curricular Area
- \_\_\_\_\_ School Improvement
- \_\_\_\_\_ Professional Development (must be directly related to your subject area)
- \_\_\_\_\_ Standards/Assessment related

Is there evidence the material to be presented is research based or verified through best practice?  
\_\_\_\_\_ yes \_\_\_\_\_ no.

Projected Expenses:

Registration: \_\_\_\_\_ = \_\_\_\_\_  
Lodging: \_\_\_\_\_ days x \_\_\_\_\_ (rate per day) = \_\_\_\_\_  
Travel: Airfare \_\_\_\_\_ or \_\_\_\_\_ miles x \$0.25 = \_\_\_\_\_  
Meals (estimate): \_\_\_\_\_ = \_\_\_\_\_  
Substitute: \_\_\_\_\_ days x \$70.00 = \_\_\_\_\_  
Total Anticipated Expense: \_\_\_\_\_ = \_\_\_\_\_

Approved

Disapproved

Reason for Disapproval: \_\_\_\_\_

\_\_\_\_\_  
*Teacher's Signature/date*

\_\_\_\_\_  
*Supervisor's Signature/date*

\_\_\_\_\_  
*Superintendent's signature/date*