

# MPSD PROFESSIONAL DEVELOPMENT REQUEST FORM

- Approval will be based on numerous factors. Teachers should prioritize requests and submit as early as possible in advance of sessions.
- Teachers will share information with peers upon return from the conference.
- ALL PROFESSIONAL DEVELOPMENT MUST SUPPORT THE TEACHER'S PGP.

Staff Person's Name: \_\_\_\_\_ MPHS MPES

PD Requested: \_\_\_\_\_

Sponsoring Company, Agency, or Organization: \_\_\_\_\_

Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Registration Fee: \_\_\_\_\_ Deadline: \_\_\_\_\_

**ATTACH A COPY OF THE REGISTRATION FORM** (If the registration form is not yet available, attach printed information about the conference from website.)

FACTORS TO BE CONSIDERED	YES	NO
Substitute needed?		
Hotel needed? Based on distance and start time of sessions		
School vehicle needed? Must send vehicle request form after approval.		
Additional expenses anticipated? books, educational merchandise, etc.		
Member of the sponsoring organization?		

**I understand that by requesting this professional development, I am agreeing to attend. If circumstances arise that prevent me from attending, I will cancel the registration. If registration cannot be cancelled, I understand that I will be personally responsible for payment.**

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*After principal's signature is obtained, send to Ms. Janush at admin.*

District Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*If approved, the teacher must submit an absence report for to the building office and call Sub Teach.*

\*\*\*\*\*

### ADMIN OFFICE USE ONLY

Dana  
 \_\_\_\_\_ staff member notified of approval  
 \_\_\_\_\_ proof of participation received  
 \_\_\_\_\_ proof of peer-sharing received

Tammy  
 \_\_\_\_\_ registration form received  
 \_\_\_\_\_ vehicle request received  
 \_\_\_\_\_ registration & hotel submitted  
 \_\_\_\_\_ travel form received

#### PER DIEM

Number of breakfasts needed: \_\_\_\_\_ x \$12 or \$ \_\_\_\_\_ = \_\_\_\_\_

Number of lunches needed: \_\_\_\_\_ x \$20 or \$ \_\_\_\_\_ = \_\_\_\_\_

Number of dinners needed: \_\_\_\_\_ x \$30 or \$ \_\_\_\_\_ = \_\_\_\_\_

TOTAL PER DIEM GRANTED: \_\_\_\_\_ Check needed by \_\_\_\_\_