

22-23

EVANGELINE PARISH SCHOOL BOARD  
IN-PARISH MEETING REQUEST FORM  
(TO BE SUBMITTED 10 SCHOOL DAYS PRIOR TO EVENT)

Requester \_\_\_\_\_ School/Workplace \_\_\_\_\_

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

Meeting/Event/Professional Development Requested \_\_\_\_\_

In Parish Location \_\_\_\_\_ Date(s) & Time \_\_\_\_\_

Recurring event Yes ☐ No ☐ If yes, submit all dates for school year \_\_\_\_\_

Participants/Intended Audience \_\_\_\_\_ Mandatory ☐ Optional ☐

Approximate participants expected \_\_\_\_\_ Number of participants notified \_\_\_\_\_

Maximum of CLU's to be earned \_\_\_\_\_ Substitutes Required Yes ☐ No ☐

Type of Training: Initial \_\_\_\_\_ Follow-up \_\_\_\_\_ Job-Embedded \_\_\_\_\_ Non-Instructional Day/Time \_\_\_\_\_

List event impact on student learning and achievement \_\_\_\_\_

List other program(s) or supervisor(s) collaborating with you \_\_\_\_\_

Evaluations to be completed using the District Web Professional Development Portal Yes ☐ No ☐

\*\*\*ATTACH A COPY OF PROPOSED AGENDA/DESCRIPTION OF EVENT\*\*\*

Source(s) of Funds: ☐ School Funds ☐ EPSB General Fund ☐ SPED  
☐ Title I ☐ Title II ☐ Other (list) \_\_\_\_\_

Signature of Requester \_\_\_\_\_ Date \_\_\_\_\_ Accounting/Funding Code \_\_\_\_\_

Approval must be received prior to posting on District Web Professional Development Portal, etc.

Funding Source Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Superintendent/Designee \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

FOR OFFICE ONLY:

Date Received: \_\_\_\_\_ Date Posted: \_\_\_\_\_

Received by: \_\_\_\_\_

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