

**Regional District #13
Professional Development/ Substitute Request Form**

Name(s) (attach list if necessary) Today's date Date of proposed activity

Building Number of substitutes needed

Reason for substitute request (check one)

____ Professional day ____ SAT/PPT ____ Parent conferences
____ Principal's request ____ Field trip ____ Other (please specify) _____

[Please note: This form will be submitted to Janet Thompson as soon as your request is approved by Central Office. You do not need to call for a sub. REQUESTS FOR PERSONAL DAYS OR JURY DUTY MUST BE SUBMITTED SEPARATELY. THIS FORM IS NOT TO BE USED TO REQUEST A PERSONAL DAY OR TO INFORM THE CENTRAL OFFICE ABOUT JURY DUTY.]

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Out-of-District Professional Development Request

Title of Activity (attach registration form – keep a copy) Contact Hours Location

Funding Source (check one) ____ District in-service (must be pre-approved by Central Office)
____ Building in-service ____ Personal (check attached)
____ Grant (please specify) _____

Check amount _____ Payable to _____

Please describe the activity and indicate how it will result in improved learning for your students.

Are you requesting CEU equivalents? ____ Yes ____ No

(Only if sponsoring organization is NOT a registered CEU provider and you are accumulating CEU's toward renewal of your PROFESSIONAL certificate)

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Authorizations

Building Principal

Sue Gaudreau Date entered on calendar

Central Office Administrator CEU activity number

