

# Professional Development/ Substitute Request Form

\_\_\_\_\_  
Name(s) (attach list if necessary)

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Date received in Central Office

\_\_\_\_\_  
Building

\_\_\_\_\_  
Number of  
subs needed

\_\_\_\_\_  
Date of proposed activity

\*\*\*\*\*

## In-District Requests Reason for substitute request (check one)

\_\_\_\_ SAT/PPT \_\_\_\_ Parent Conferences \_\_\_\_ Principal's Request \_\_\_\_ Assessment \_\_\_\_ Nursing Assessment

\_\_\_\_ Field Trip (where to) \_\_\_\_\_

\_\_\_\_ Professional (name activity) \_\_\_\_\_

\_\_\_\_ Other (please specify) \_\_\_\_\_

\*\*\*\*\*

## Out-of-District Professional Development Request

PO # - if given \_\_\_\_\_

\_\_\_\_\_  
Title of Activity

**Have you already registered?** \_\_\_\_ (yes or no)  
**If YES, attach registration/invoice form – keep a copy**

Location: \_\_\_\_\_ Time: \_\_\_\_\_ **Registration Deadline** \_\_\_\_\_

Total payment: \_\_\_\_\_ Payable to: \_\_\_\_\_

\*\*\*\*\*

**Activity is connected to District Goal:** \_\_\_\_\_ **Building Goal:** \_\_\_\_\_

**Please provide a short description of how the activity is connected to a District or Building goal:** \_\_\_\_\_

\_\_\_\_\_

**Please note: Once the request has been approved, the form must be completed and signed. The Professional Development/Sub Request Form should be entered into the Absence Management system by the school secretary and then sent to Central Office.**

\*\*\*\*\*

## TO BE COMPLETED AT CENTRAL OFFICE – do not fill in

Funding source (check one): \_\_\_\_ Regular Education  
\_\_\_\_ Special Education  
\_\_\_\_ Grant (please specify) \_\_\_\_\_

\_\_\_\_ Budgeted Item – Acct. Code \_ \_ \_ \_ \_

\*\*\*\*\*

## Authorizations

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Pre-Approval Date

\_\_\_\_\_  
Entered into **Absence Management**  
Date & Initial

\_\_\_\_\_  
April Votto

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved in **Absence Management**  
Date & Initial

\_\_\_\_\_  
Central Office Administrator

\_\_\_\_\_  
Date