

Western School Corporation Professional Development Request



Request should be submitted no later than 9:00 AM on the 2nd Tuesday of the month for School Board approval.

Name:

Date of Request: Date(s) of Prof Dev:

PD Topic/Title:

PD Event/Presenter:

Location:

Estimated Cost:

Substitute Yes or No	<input type="text"/>
Mileage (Attach Google Map)	<input type="text"/>
Meals	<input type="text"/>
Lodging	<input type="text"/>
Registration	<input type="text"/>
Total	<input type="text"/>

Mileage used should be the closest distance from the destination to or from your place of residence or the school.

Fund Source (Fund Number)
Required

In the following section, identify the relationship to your School Improvement Plan Goals and/or WSC Strategic Plan and the specific benefit expected from attending this PD opportunity:

Signature: _____

Teacher Requested
 Principal / Director Requested

- Approved (Building Principal) Signature: _____ Date: _____
- Approved (Treasurer) Signature: _____ Date: _____
- Approved (Superintendent) Signature: _____ Date: _____
- Approved (School Board) Signature: _____ Date: _____

Denied
Explanation: _____