

SUBMIT IN DUPLICATE (10 DAYS IN ADVANCE) FOR APPROVAL SIGNATURES

FAIRFIELD PROFESSIONAL DEVELOPMENT PRE-APPROVAL FORM
CONFERENCES/WORKSHOPS

CHECK ALL THAT APPLY: A. CEU Equivalent Request: B. PD Reimbursement Request: C. PD Absence Request:

Name:

Social Security Number: - -

School:

House:

Teaching Assignment/Grade:

Title of Activity: Be Specific

Curriculum to be addressed:

Location of Activity:

Date(s):

Goal to be addressed: District: Building: Program: Individual:

Specific Goal: (Describe in one or two sentences)

How will this activity provide for the acquisition of new skills, knowledge and/or abilities, which will enhance student learning? Be specific.

A. REQUEST FOR CEU EQUIVALENT CREDIT- FOR OFFICE USE ONLY

Date: - -

CEU equivalent credits that can be awarded:

Code:

CEU Coordinator's Signature: _____

Reminder: In order to receive credit, you must submit a CEU Equivalent Verification Form after you have completed this activity.

B. REQUEST FOR PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Anticipated Expenses:

Registration Fee:

*Other Costs:

*May include travel (out of state), lodging (out of state), and meals.

Building Account:

Building Administrator's Signature: _____

Instructional Office Account:

Director of Curriculum, Instruction & Assessment Signature: _____

Approved for Reimbursement \$

Approved for Partial \$

Not Approved \$

The observable evidence and receipts will be necessary before final payment. For a confirmed workshop, please use the Out-Of-Town Travel Form when submitting expenses. It is the staff member's responsibility to file within the appropriate fiscal year.

C. REQUEST FOR PROFESSIONAL DEVELOPMENT ABSENCE

*REQUEST IS HEREBY MADE FOR ABSENCE FROM REGULAR SCHOOL DUTY:

Date(s) of absence:

Full Day(s):

Portion of Day:

Administrator's Signature: _____

Disposition: _____

With Full Pay

Loss Equivalent to Substitute Pay

Loss of Full Pay

Reason Code:

*Final approval is given by the Human Resources Office

Assistant Superintendent, Human Resources Signature: _____

Human Resources