

WESTPORT COMMUNITY SCHOOLS

Office of Human Resources

PROFESSIONAL DEVELOPMENT REQUEST FORM

CONFERENCE, WORKSHOP, MEETING, OR CONVENTIONS

On trips involving expense (including cost of paying a substitute) to the School Department, the business office must be provided with the following information and said event must be approved three (3) weeks in advance by the Director of Curriculum.

DO NOT REGISTER UNTIL ALL SIGNATURES HAVE BEEN OBTAINED!

Date of Request:	Name:
Building:	Position:
Name of Workshop:	
Date(s) of Meeting:	
Full Address of Meeting:	
Purpose of this Professional Development:	
If fees and/or travel/mileage are not applicable enter zero "0" in these 2 lines: Estimated Expenses Registration Fee: _\$	
I will require a substitute?	YES NO
Please attach a description, email detailing event, or syllabus of Professional Development Event. You must complete the registration for your PD.	
1. Employee:	
2. Supervisor:	DATE:
3.Special Education Director:	DATE:
4. Director of Curriculum:	DATE:

Revised: November 5, 2018 evised: November 5, 2018