

# Professional Development Participation Request

Submit request to principal **two weeks prior** to professional development training/workshop.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Title of Training \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

Location of Training \_\_\_\_\_ Dates of Training \_\_\_\_\_

Description of Training/Principal Presenters \_\_\_\_\_

\_\_\_\_\_

District Goal Addressed by Training \_\_\_\_\_

Cost to District (Registration will be submitted by Curriculum Department. Lodging reservations and district vehicle reservations will be made by requesting party. Lodging, meals, and personal vehicle mileage will be reimbursed.)

Lodging: # days \_\_\_\_\_ Amt/day \_\_\_\_\_

Meals: # meals \_\_\_\_\_

Transportation: district vehicle \_\_\_\_\_ POV \_\_\_\_\_

Registration Fee: Amt \_\_\_\_\_

Substitute Needed: \_\_\_\_\_

If request is for curriculum, best practices, or instructional training, I will share information at a PUSD Goldmine. If request is for miscellaneous training, I will share information with appropriate PUSD staff members.

\_\_\_\_\_  
Requestor's Signature

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*For Office Use Only:*

Funding Source: \_\_\_\_\_

Authorization:

\_\_\_\_\_  
Principal  
Date \_\_\_\_\_

\_\_\_\_\_  
Curriculum Director  
Date \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent  
Date \_\_\_\_\_

