

# ELKHART INDEPENDENT SCHOOL DISTRICT

## **FORM II** Non-Comp. Day Workshop Request Form

1. **CAMPUS SECRETARY FILLS OUT** and sends to Curriculum Director
2. Attach a copy of workshop information including date(s), time, location, fees, etc.)
3. Attach Purchase Order(s) if there is a fee. (Separate P.O. for hotel)
4. Attach vehicle request if needed

<b>Fund Source</b>		<b>√ Title I or Title II below or write in type of workshop</b>
<b>Title I</b>		
<b>TII, Pt. A</b>		
<b>OTHER:</b> If not Title I or Title II select: G/T, Sp. Ed., Ag., Home Ec., Career Prep., etc.		<b>Type Workshop</b>
<b>The requested workshop is:</b> Required by the District, State, or Federal Government; vital to student success; meets a crucial teacher need; or is required by a grant		Yes No
<b>Choose one of the following options.</b>		<b>√ Below</b>
1. <b>Requesting staff member(s)</b> will register <u>online or fax</u> in registration forms <u>from my campus</u> .		
2. Registration must be <u>faxed or mailed</u> only <u>from the Bookkeeper's Office</u> .		
<b>NAME OF WORKSHOP</b> _____		
<b>Workshop Date(s)</b> _____ through _____	<b>Workshop Location</b> _____	<b>Approximate Cost (all related expenses)</b> Fees \$ _____ Hotel \$ _____ Mileage \$ _____ Other \$ _____  <b>Total Cost Below</b> \$ _____
<b>List Staff Member(s) Attending Workshop Below</b> _____ _____ _____ _____ _____		

**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved \_\_\_ Not Approved \_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Curriculum Director )

Updated July 2012