

*Mercer County Special Services School District
2022-2023*

Workshop/Staff Development/Professional Day Request

Directions: As part of the application process for a Professional Day, this form must be completed in full. Once completed, this form should be forwarded with the brochure related to this conference/training to the Office of the Assistant Superintendent through the administrator of your school/program. **Please retain a copy for your files.**

Note: **ALL PROFESSIONAL DEVELOPMENT REQUESTS NEED TO BE APPROVED PRIOR TO ATTENDING CONFERENCE/WORKSHOP!!** This form is **to be submitted at least 45 days in advance** of the effective date of departure for Board approval.

Staff Member: _____ Date of Request: _____

Program/School/Work Assignment: _____

Dates of Conference/Training: _____ Number of Workdays: _____

Title of Workshop/Conference/Training or Site Visit: _____

PIP Objective: _____

and/or

Building Level Objective: _____

____ Brochure is attached.

Substitute personnel is required for this absence: _____ Yes _____ No

Cost of Registration \$ _____
Staff Member will pay for the workshop/training conference _____ Yes _____ No

Request that MCSSSD make reimbursement for approved amount _____ Yes _____ No

Maximum amount approved by MCSSSD: \$ _____

(For Office Use Only – Account Number _____)

Following written approval: I will prepay, and I request that the district reimburse me once I have attended the workshop and handed in all required documentation including the completed **Conference Summary Form**.

Approval: _____ Date _____
Principal

_____ Date _____
Assistant Superintendent

_____ Date _____
Superintendent

_____ Date _____
Business Administrator