

# Scott County Central School District

## Request to Attend Professional Development Opportunity

Name: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Place of Meeting: \_\_\_\_\_

Date and Time of Meeting: \_\_\_\_\_

Actual Time Away From School: \_\_\_\_\_

Others From School Attending: \_\_\_\_\_

How Will This Benefit Our School and Students? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach Workshop Flyer, Etc.

### Estimated Expenses:

Meals: \_\_\_\_\_

Hotel: \_\_\_\_\_

Mileage: (\$.40 per mile) \_\_\_\_\_

Registration: \_\_\_\_\_

Sub Pay: (\$70/day) \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

PDC Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

The above request is: \_\_\_\_\_ approved \_\_\_\_\_ denied \_\_\_\_\_ pending