

ENTIAT SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT/WORKSHOP
REQUEST FORM

Name _____ Date _____

Current Assignment _____

EEA/Entiat Bargaining Agreement - Article IV, Section 6: PROFESSIONAL LEAVE

The Superintendent may allow certificated employees to attend conferences, seminars, and make visitations, if in the administration's determination, such conferences, seminars, and visitations will increase the certificated employee's competence in the current assignment. Such leave shall be with pay, and the District will pay for the cost of a substitute. Travel costs (mileage, meals if trip is overnight, lodging, etc.), and registration fees will usually be paid by the District, but may be paid, in part or in full, by the certificated employee as mutually agreed on a case-by-case basis.

Requests for approval to attend a conference, seminar, workshop or make a visitation should be submitted on the 'Professional Development/Workshop' Request Form.

Workshop/Conference Title: _____
(Please attached a copy of the flyer, brochure, website, etc. reference)

Dates of Workshop, etc.: _____ Location: _____

Substitute Needed?: _____

	<u>Approved</u>	<u>Denied</u>
Registration Fee Amount: \$ _____	_____	_____
Hotel – Number of Nights?: _____	_____	_____
Meals Reimbursement (if overnight stay only) Yes _____ No _____	_____	_____
Mileage Reimbursement Yes _____ No _____	_____	_____

Workshop/Conference Not Approved _____

Reason _____

Principal _____

Date _____