



Staff Professional Development Out-of-District Request Form

Please follow the steps in this request form to request an absence of more than 1 day for out-of-District PD

This request must be completed at least 4 weeks prior to the requested leave and forwarded to Donna Marshall in Office of Teaching and Learning – dmarshall@mps-edu.org.

Nature of Request

Name

Title of Conference/Training or Event:

I am attending as a Participant:

Presenter:

Administration Initiated:

Staff Initiated:

Date(s) Requested:

Total Days:

Anticipated Costs (Fill in Where Applicable):

Substitute Needed: Yes

No

Conference Registration:

Lodging:

Travel:

Meals:

Funding Source (To Be Filled in by District):

How Will This Opportunity Benefit Your Colleagues/the District and Connect to Current District Goals:

Absence Codes to Be Used (To Be Filled in by District):

Professional Development day(s)

Personal day(s)

Approval

Supervisor/Director Signature:

Building Principal Signature:

Superintendent or Designee Signature:

(Meeting with superintendent may be necessary for extended absence)