

STAFF DEVELOPMENT/MEETING REQUEST



I would like to attend the following:

Conference _____ Workshop _____ Seminar _____ Other (Explain) _____

Activity Title: _____

Description: (Attach Agenda/Brochure): _____

Travel Destination: _____ **City:** _____ **State:** _____

Funding Source: _____ **Amount:** _____

G. P. Budget Account Number: _____

*****Date(s) of Activity:** _____ **I will return to work on:** _____

Total number of days absent: _____

Employee Signature

Date

Principal Signature*

Date

School Name: _____

*****BUILDING DESIGNEE:** _____

*Principal's signature is required for AP Requests

Please turn in a separate form for each event (conference, workshop, seminar, etc.) that you plan to attend. *Forms should be submitted at least ten (10) workdays prior to the event. Requests must be approved before attending the event.*

RETURN THIS FORM TO: Appropriate Supervisor

CENTRAL OFFICE USE ONLY

Date Received: _____

Request is: Approved _____

Not Approved _____

Approval Signature

Date

Executive Committee Approval (if needed):

Director of Schools

Date

Board Chairman

Date

Maury County Board of Education Approved:

Date