

JEFFERSON COUNTY BOARD OF EDUCATION
 PROFESSIONAL DEVELOPMENT REQUEST FORM
 FORMS MUST BE COMPLETED AND SUBMITTED NO LATER THAN 10 DAYS PRIOR TO THE CONFERENCE. A
 CONFERENCE AGENDA AND REGISTRATION FORM SHOULD BE ATTACHED.

EMPLOYEE NAME	BASE SCHOOL/DEPARTMENT	TITLE OF CONFERENCE
LOCATION OF CONFERENCE	DATES OF CONFERENCE _____ To _____	DATES OF TRAVEL _____ To _____
MODE OF TRAVEL <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Airplane-Refundable Tickets Only <input type="checkbox"/> Ride with Co-Worker <input type="checkbox"/> N/A		SUBSTITUTE REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Dates for Substitute
FUNDING SOURCE: <input type="checkbox"/> State Professional Development Allocation <input type="checkbox"/> ARI <input type="checkbox"/> Local School Public Funds <input type="checkbox"/> Local School Non-Public Funds <input type="checkbox"/> CNP <input type="checkbox"/> Title I, II, III, IV or V <input type="checkbox"/> Federal Career Tech <input type="checkbox"/> Enhancing Ed Thru Technology <input type="checkbox"/> Teaching American History Grant <input type="checkbox"/> Federal Exceptional Ed <input type="checkbox"/> _____ Department		
TOTAL ESTIMATED EXPENSE \$ _____		
Approvals		
	Employee Signature	Date
	Principal/Director Signature	Date
	School Group Director Signature *	Date
	Federal Program Coordinator**	Date
	Deputy Superintendent Signature ***	Date
	Superintendent Signature (Out Of State)	Date

* School Group Director approves only if funded by local school and total estimated expenses are greater than \$500.00

**Federal Program Coordinator always approves if estimated expenses are funded with federal funds.

***Deputy Superintendent approves only if funded by department and total estimated expenses are greater than \$500.00