

COMMUNITY R-VI SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT REQUEST

Staff Member _____ Today's Date _____

Workshop or Conference Title

Location

Date of Workshop

Please complete the following BEFORE completing a requisition:

List the goal, strategy, and action in the Community R-VI Comprehensive School Improvement Plan which this conference or workshop will address.

Estimated costs:

Registration fee _____ Lodging _____

Meals _____ Mileage _____

Other Expenses _____ Total _____

What portion of this expense would you like for the committee to fund?

Committee Comments:

Administrator Comments:

Committee Approval _____ Date _____

Administrator Approval _____ Date _____

White-PDC

Pink-To office with Requisition

Yellow-your copy