

Nauset Regional School District and Union No. 54
REQUEST/PROPOSAL FOR WORKSHOP * CONFERENCE *
FLEXIBLE PROFESSIONAL DEVELOPMENT DAY ACTIVITY

Name: _____ School: _____ Date: _____

Will a substitute teacher be needed? Yes: No:

Date substitute teacher is needed (If different from the date below): _____

PROFESSIONAL DEVELOPMENT INFORMATION

Professional development attendance through the schools requires only the APPROVAL OF THE BUILDING PRINCIPAL and will be reimbursed from individual school professional development funds (Indicate Account # at the bottom of the form if school account being utilized). Other professional development activities require the APPROVAL OF THE BUILDING PRINCIPAL and the ASSISTANT SUPERINTENDENT and will be reimbursed from school or district professional development funds. Appeals to the approval process shall be directed to the Assistant Superintendent.

Workshop/Conference/Flexible PD Activity Title/Description: _____

Date(s): _____ Time: _____

Flex Day? YES: NO: If YES, one or two Flex Days? One Two

How will this activity enhance your role as an educator in the Nauset Public Schools?
 [Attach a PDP Proposal Form if you are seeking PDPs and the activity is a Flexible PD Day option being completed collaboratively or independently in the District]

EXPENSES FOR WHICH YOU SEEK PAYMENT/REIMBURSEMENT:

Registration Fee: _____ *Other: _____

*Does NOT include airfare, hotel expenses, or food unless requested to attend by the Superintendent of Schools. All expenses are to be paid by the employee, and may be reimbursed by the School District.

Principal: _____ Date: _____ Approval/Disapproval

Asst. Supt.: _____ Date: _____ Approval/Disapproval

School/District Account: _____ Date Form Returned to Teacher: _____

Purchase Order No.: _____ Proof of Payment Received: _____

Notes: