

FOR WORKSHOPS **\$150 and Over** REQUIRING BOARD APPROVAL: Give to Kathie Festa.

REQUEST TO ATTEND A PROFESSIONAL DEVELOPMENT WORKSHOP, CONFERENCE, OR VISITATION

1. Enter days into Aesop: Choose Professional Development in or out of district.
2. Be sure to enter into the notes section, TITLE, description, cost.
3. Be sure to check whether a sub is needed or not.
4. Prepare a requisition form. Be sure to fill in all information or it will not be processed.
 - a. Have the principal check the budget line to be sure there are funds available.
 - b. Have your building principal put the account # on the requisition and this form and sign both.
5. Give the requisition, form, and any attachments to Kathie Festa in ample time for approval before the workshop date.
6. After Board approval Kathie Festa will have the requisition signed by the Superintendent and will forward to Judy Miller for processing.

Cost of Workshop: _____ Budget line #: _____

Staff Member Name: _____

Today's Date _____ Workshop Date: _____

Title of Workshop: _____

Total Hours of the workshop: _____ Date approved in Aesop: _____

I approve the workshop described above and have checked the budget line to assure there are funds available.

Principal's Signature: _____

Since Board approval is required BEFORE you can be registered be aware of the Board meeting dates and your workshop date. Forms have to be in to the Superintendent at least one week before the meeting to be added to the agenda. The workshop date must be at least 5 work days past the meeting date to allow the Business Office time to process the registration. (Registrations can't be done in anticipation of the approval) The workshop you plan to attend has to be at least 5 days after the Board meeting or it will not be eligible for Board approval. DO NOT register for workshops yourself.

1. If approval by the Board was denied, immediately cancel your absence in Aesop in order for the substitute to be cancelled.
2. If within 2 days after the Board meeting, you have not received a copy of the signed purchase order and a copy of this form, call Judy Miller to check the status of the approval

5 DAYS AFTER THE WORKSHOP: Go on our website to Staff Link and click on TRAVEL REPORT to complete the required information. Mileage and other related approved expenses will not be paid until a Travel Report is completed. You must complete a requisition to get mileage reimbursement.

ATTACH COMPLETED REQUISITION OR THIS CAN NOT BE PROCESSED