

## PROFESSIONAL DEVELOPMENT CONFERENCE REQUEST/INDIVIDUAL EMPLOYEE

Enclosed are the forms associated when you are requesting to attend a Professional Development Conference.  
(to be submitted 20 days prior to the conference)

### STEPS:

1. Complete the estimated cost sheet and assign the funding source/budget codes.
2. Complete the questions as pertaining to this conference.
3. Submit Conference information to the Building Principal or District Office Administration for approval.
4. Submit the Vehicle information to the Building Principal and then to Karie Hudson at the Maintenance Office.
5. Once you have received an Approved Professional Development e-mail:
  - a. Make hotel reservation (if applicable).
  - b. Enter a requisition with hotel information; hotel name, address, dates of stay, confirmation number.  
Send or attach to requisition the hotel e-mail confirmation. (if applicable).
  - c. Register for conference .
  - d. Enter a requisition with conference information; name, location, dates, confirmation number. Send or attach to requisition the e-mail confirmation from conference. (if applicable).
  - e. Complete the necessary paperwork to reserve a school vehicle.
    - i. If this is the first time you are driving a school vehicle:
      - Read the Vehicle Safety & Use Procedure.
      - Complete the Application for Driving Privileges and send to Karie Hudson at the Maintenance Office.
      - Complete the Vehicle Request form, acquire Principal or Administrator signature and budget code. Send to Karie Hudson at the Maintenance Office.
    - ii. If you have previously driven a school vehicle:
      - Complete the Vehicle Request form, acquire Principal or Administrator signature and budget code. Send to Karie Hudson at the Maintenance Office.
  - f. Enter your absence in AESOP.
    - i. Refer to the Approved Professional Development e-mail for budget codes and/or special notes.
6. After attending the Professional Development Conference:
  - a. Complete the Professional Development Assessment/Follow Up form and submit to your Building Principal.
  - b. Complete the Reimbursable Expense Report, attach detailed receipts and submit to your Building Principal for approval. *NOTE: Only detailed receipts will be accepted.* (if applicable)

**(See next page for important information.)**

NOTE: The reason we request that the Conference Request form be submitted 20 days prior :

1. The Conference Request form needs to be approved by your-
  - a. Building Principal/Supervisor
  - b. Curriculum Director
2. After it has been approved you will receive an e-mail to complete the following paperwork for approval -
  - a. Vehicle request
  - b. Hotel reservation requisition
  - c. Conference reservation requisition
  - d. All of the above will need to go thru various staff for approval and processing
3. You will also need to enter an absence in AESOP (15 days prior to absence) that will need to go thru the approval process prior to a substitute being able to accept the assignment -
  - a. Building Secretary
  - b. Building Principal
  - c. District Office Administration
  - d. Bookkeeper
4. Lastly, payment for any of the above will need to be processed (checks are run and mailed or ready for pick up on Thursdays).

If you are unable to submit the Conference Request form at least 20 days prior, please work with your building secretary and/or supervisor and other approvers to make sure the paperwork gets processed in time so that you will have a vehicle and payments will be mailed and/or available for pick up according to the timelines as summarized above.

Thank you for your assistance and cooperation in this matter.