

# Request For Professional Day (PD)

GREAT MEADOWS REGIONAL SCHOOL DISTRICT

7.1.2021

Board of Education approval is required for all (PD) Professional Day requests. To receive approval, you must submit all documentation to the Superintendent of Schools TWO MONTHS prior to your meeting/conference. All back-up information must be attached to this request, including a purchase order, Field Trip Request Form and Chaperone Form if applicable.

Name:	School:
Date submitting request:	Date(s) of requested meeting /conference:
Place of meeting /conference:	
General nature of meeting and reasons for wishing to attend:	
Attendance at Principal's request:	Yes                      No
<b>APPROXIMATE COST / MISCELLANEOUS INFORMATION</b>	
Registration fee:	Substitute needed:              Yes              No AM only              PM only              Full Day
R/T Mileage: (applicable only when requested to attend)	Grant/Funding:              Yes              No If yes, list source: _____
Other ( <i>itemize</i> ):	P.O. Included:              Yes              No <i>(P.O. must be included if expense is listed. Also attach completed registration form with back-up information.)</i>
Total expenses not to exceed: _____	
<b>APPROVAL - BUILDING PRINCIPAL</b>	
Signature:                      Date:	<b>APPROVAL - DEPARTMENT ADMINISTRATOR</b>
Signature:                      Date:	
<b>APPROVAL - DIRECTOR OF CURRICULUM, INSTRUCTION &amp; INTERVENTION</b>	
Signature:                      Date:	
<b>APPROVAL - SUPERINTENDENT / BOARD OF EDUCATION</b>	
Signature:                      Date:	

**PLEASE KEEP A COPY OF THIS FORM WITH PRINCIPAL & DEPARTMENT ADMINISTRATOR SIGNATURES BEFORE SUBMISSION TO BOARD OFFICE FOR FINAL APPROVAL**