

## REGIONAL SCHOOL UNIT NO. 67

**EMPLOYEE REQUEST TO ATTEND A WORKSHOP, CONFERENCE,  
OR OTHER TRAINING OR PROFESSIONAL-DEVELOPMENT  
EVENT HELD OUTSIDE THE SCHOOL DISTRICT**

This completed form must be submitted to the Principal or Supervisor and then to the Superintendent of Schools for ***PRIOR*** approval. Approval shall be granted on a case-by-case basis according to policy GCI – Training and Professional Development Opportunities.

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Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Date and Time of Activity: \_\_\_\_\_ Location: \_\_\_\_\_

<b>DESCRIPTION OF EXPENSE/TRAVEL TO BE REIMBURSED (please itemize)</b>	<b>AMOUNT</b>

(continued on back)

- ☐ Yes, I have registered for this event  
☐ No, I have not yet registered for this event

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**CENTRAL OFFICE USE ONLY**

Cost of substitute personnel	\$ _____
Cost of attending workshop	\$ _____
Cost of reimbursements	\$ _____
<b>Total Cost for employee to attend workshop</b>	<b>\$ _____</b>

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Cc: Employee  
Principal  
Superintendent

Adopted: June 1, 2011  
Reviewed: June 4, 2014