

WEYMOUTH PUBLIC SCHOOLS PROFESSIONAL WORKSHOP/CONFERENCE/MEETING REQUEST FORM

Name		Date of Request
School	Grade(s)	Subject
Check One: Workshop Co	nference Meeting	
Topic/Title Location City / Town		Description attached
Teacher: 1. Complete this form two weeks 2. Attach complete activity descridocuments; However, do not submit registr 3. Submit to principal to identify approval. Principal: 1. Approve or deny requested act 2. Approved activities are process building or district. Building-based: 1. School secretary generates a reattaches to this form. 2. Request form is sent to Asst. So Requisition is generated and the Teacher receives a copy of the District-based: 1. Activity request form is forward approval. 2. If approved, Asst. Supt. Office gauthorizes registration permissions.	prior to activity. iption + all registration ration. funding source + activity tivity. sed according to funding so equest for requisition and upt. Office for approval; he registration is processed. approved form. ded to Asst. Supt. Office for generates requisition for PC	Activity Dates (s): Activity Start Time: Activity End Time: Estimated Expenses: Registration \$
Supervisor (If Applicable):		Date
Principal:		Date
Asst. Superintendent:		Date

Please explain on a separate page how this aligns with district levers. Please explain how this aligns with our School Improvement Plan. How will this PD be implemented in your future instructional strategies and/or school management?