

VALLEY VIEW SCHOOL DISTRICT
 Request to Attend Meetings, Workshops, or Conferences
 (Not offered on Coursewhere)

This form is used for attendance at meetings or workshops not listed on coursewhere and to enter professional days in subfinder. Please provide the information requested below, sign, and forward to your school administrator for consideration. **THIS REQUEST SHOULD BE SUBMITTED TO THE DISTRICT OFFICE AT LEAST THREE WEEKS PRIOR TO THE DATE OF THE ACTIVITY.**

Name _____ Employee I.D. _____ Date of Request _____

Title of Meeting, Workshop, or Conference _____

Location of Meeting _____ in District _____ out of District _____ (page 2 questionnaire is required for out of district workshop or conference)

Registration Amount \$ _____ Registration Payment by: _____ School P-Card _____ PO (AS400)

Date of meeting _____ AM _____ PM _____ all day _____

Guest Teacher Needed _____ Building Where Guest Teacher is Needed _____ No Guest Teacher Needed _____

Requested _____ or Prearranged _____ Guest Teacher Name _____

District Administrator - Indicate Budget to be paid from:

Title I _____ *Title II* _____

Perkins _____ *CTEI* _____

District Funds _____ *Bilingual Grant* _____ *Other* _____

Signature of Teacher Applying	Date			
Signature of Department Chair (HS Only)	Date			
School Administrator's Approval	Date			
Educational Services Administrator	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Approved</td> <td style="width: 33%; border-bottom: 1px solid black;">Denied</td> <td style="width: 33%; border-bottom: 1px solid black;">Date</td> </tr> </table>	Approved	Denied	Date
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Assistant Superintendent	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Approved</td> <td style="width: 33%; border-bottom: 1px solid black;">Denied</td> <td style="width: 33%; border-bottom: 1px solid black;">Date</td> </tr> </table>	Approved	Denied	Date
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Reason if not approved _____

Subfinder Job Number _____

1. How will this contribute to the building/district's School Improvement Plan?

2. Elaborate how this will support the VVSD Vision and the Universal Instructional Expectations (UIE)?

3. How will this impact be measured?

4. What is the follow up plan to share with other VVSD staff?

Please attach supporting documentation and copy of registration