

# Staff In-service Approval Form



Your Name: \_\_\_\_\_

ES  IS  MS  HS  PUPIL SERVICES

Name of Event: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Location: \_\_\_\_\_

Website: \_\_\_\_\_

Attach flyer, brochure, web page or other printed documentation describing the opportunity. **How will this in-service improve or enrich your teaching or your assigned position? How will you share this information with your colleagues?**

## Request Funds ▶

The district may pay **up to \$350** of your in-service costs if your request is approved. Please list your expenses in the table to the right.

Is a substitute teacher needed?  YES  NO

*\* Substitute cost = \$133.00 per full day or \$66.50 per half day.*

*\*\* Only include mileage reimbursement if a school vehicle is not available.*

Submit this form to your administrator.

Staff Member: \_\_\_\_\_ Date \_\_\_\_\_

Administrator: \_\_\_\_\_ Date \_\_\_\_\_ ▶

Your request is:  Approved  Denied

Dir. of Instruction: \_\_\_\_\_ Date \_\_\_\_\_

Expense	Amount Requested
Substitute*	
Registration Fee	
Lodging	
Mileage**	
Other	
<b>TOTAL (up to \$350)</b>	

### ADMINISTRATOR USE ONLY

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Teacher In-service | <input type="checkbox"/> Title I      |
| <input type="checkbox"/> Big Three          | <input type="checkbox"/> Flow Through |
| <input type="checkbox"/> Carl Perkins       | <input type="checkbox"/> Other:       |

Please provide a copy of this completed and signed form to the following:

- District Office
- Your Administrator
- Substitute Coordinator

### If your request is approved, you must:

- ✓ Register yourself for your event
- ✓ Arrange lodging for your event if needed
- ✓ Submit a "Request for Leave" form through usual process
- ✓ Reserve a school vehicle using the "Transportation Request" form

*You are expected to drive a school vehicle if one is available. If you choose to drive your own vehicle, mileage will not be reimbursed unless a school vehicle was unavailable.*