

## Kenyon-Wanamingo Schools Staff Development Request Form

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Workshop/Request \_\_\_\_\_

Date(s) of Workshop \_\_\_\_\_ Location \_\_\_\_\_

Your Position \_\_\_\_\_ Site: HS \_\_\_\_\_ MS \_\_\_\_\_ Elem \_\_\_\_\_

Substitute Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Class periods/time \_\_\_\_\_

1. Give a brief description of request and attach a copy of brochure.

2. What Staff Development Goals does your request address and how will this request help meet the goal(s)? (#1 School Climate; #2 Student Achievement; #3 Technology)

3. **Registration:** Check is required \_\_\_\_\_ PO can be sent \_\_\_\_\_ Online only \_\_\_\_\_  
Payable to: \_\_\_\_\_ (please write the link to the website below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Estimate of Expenses:**

Fee.....	\$ _____
Transportation ( _____ miles @ current IRS rate, parking*, other*).....	\$ _____
Meals (Breakfast \$10, Lunch \$15, Dinner \$20)* .....	\$ _____
Lodging*(Location _____ ).....	\$ _____
Substitute Expense (\$117.80 per day/\$15.01 per hour).....	\$ _____
<small>(Certified Staff/ Non-certified Staff)</small>	
Other* _____	\$ _____

\* All reimbursed expenses must have a receipt **TOTAL** \$ \_\_\_\_\_  
.....

**Summary of Action Taken by Staff Development Committee**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Site SD Chair \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

District SD Chair \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Account Code: E01- \_\_\_\_\_ - 640 - 000- \_\_\_\_\_ - \_\_\_\_\_

# District Staff Development Goals

Staff Development Activity will provide the staff with knowledge and skills...

- 1....that will promote a **Positive School Climate**.
- 2....to improve classroom instruction that will result in **Increased Student Achievement**.
- 3....to integrate, expand, and update **Technology** into our curriculum and classroom management.