

PROFESSIONAL DEVELOPMENT FORM- Bureau Valley C.U.S.D. #340

Elem/Jr High-Manlius
High School
Transportation
Walnut
Wyanet

Printed Name

Location (circle one)

Date(s) of Absence

***DO NOT PUT DAYS IN PORTAL

FULL DAY

HALF DAY (AM)

HALF DAY (PM)

Substitute Needed? Yes No

Employee's Signature

Date Submitted

~COMPLETE THIS SECTION FOR PROFESSIONAL DEVELOPMENT~

Attach a completed registration application, for approval by the administration.

Title of Activity

Location of Professional Development

Please check one below.

I registered myself

Central Office needs to register

	Cost	Paid by--- (Office use only)
Registration-(\$0 cost if Atkinson ROE)*		
Mileage- (estimate cost for district)		
Other-		

***IF YOU NEED TO CANCEL A ROE WORKSHOP, IT MUST BE DONE AT LEAST 5 WORKING DAYS PRIOR TO WORKSHOP OR THERE IS A CHARGE TO THE DISTRICT.**

Approved
Denied

Building Principal

Date

Approved
Denied

Superintendent

Date