

**Professional Development Change Form**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

I will be unable to attend the following professional development session because \_\_\_\_\_

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

Title of Professional Development	Date of Professional Development

Do we need to cancel any hotel reservations? Yes No

Do you need to cancel any transportation arrangements? Yes No

Did we pay any registration fees for this session? Yes No

In place of the above listed professional development, I would like to substitute the following similar or related professional development:

Title of Professional Development	Date of Professional Development

Location \_\_\_\_\_

Registration Fee \_\_\_\_\_

***Please attach a Trip Approval Form to this form.***

---

Central Office Only

Approved

Approved with the following condition(s) \_\_\_\_\_

\_\_\_\_\_  
-

Denied

\_\_\_\_\_  
Signature of Special Programs Director or Curriculum Director

\_\_\_\_\_  
Date