

# 221071496

City of Augusta  
Department of Public Education  
Out of District Day Request Form  
(In-State & Out-of-State Request)

RECEIVED  
SEP 26 2016  
BY: AP

Purpose of Out of District Day (Check One Please):  
 Professional Development\*  
 Student Activity

Name: Paula Bourque School: District Today's Date: 9-26-16

Name of Professional Development/Activity: NCTE National Conference

Date(s) of Professional Development/Activity: Nov 17, 18 Location of Professional Development/Activity: Atlanta, GA

1. Please state the purpose of the Professional Development/Activity:  
To learn about the latest PD, pedagogy, resources in literacy

2. Please explain how the Professional Development/Activity will benefit your students:  
As I coach teachers, I want to be able to pull from a deep toolkit of resources, methods, and research. This conference is the best in the nation w/ top researchers/educators

3. Please explain the arrangements you have made or will make to accommodate your students: N/A

Substitute Needed?  YES  NO If YES, indicate # of days: \_\_\_\_\_

4. Please cite some examples of sessions you are planning to attend, if applicable. (Attach information if you like) \_\_\_\_\_

Paula Bourque  
Educator's Signature Date: 9-26-16

\_\_\_\_\_  
Special Education Director -OR- Program Supervisor Approval Date

[Signature]  
Building Administrator's Approval (required for all requests) Date

[Signature]  
Assistant Superintendent's Approval (required for all requests) Date 9-26-16

James Anastasio  
Superintendent's Approval/Board Approval Date  
(required for out-of-state & overnight requests - to be made 1 month prior)

Estimated Costs: Registration \$ 250 Accommodations \$ 300 Meals \$ 100 Travel \$ 400 TOTAL \$ 0  
I will pay my own expenses!  
Budget Account # \_\_\_\_\_  
**\*PLEASE NOTE:**  
If This Form Requests the Use of a Professional Development Day, Employee is Responsible for Registration

PLEASE SEND ALL REQUESTS TO: Donna Madore, Assistant Superintendent, at the Central Office