

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

RECEIVED
SEP 21 2016
BY: SP

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

Name: Tom Hinds School: CONY Today's Date: 9-19

Name of Professional Development/Activity: Debriefing & Tools for the Adventurous Educator

Date(s) of Professional Development/Activity: Nov 4, 2016 Location of Professional Development/Activity: Brattleboro, VT

1. Please state the purpose of the Professional Development/Activity:
Really need this for our program. Has been cancelled a couple of times. Hoping it goes this time!

2. Please explain how the Professional Development/Activity will benefit your students:
We need to improve our debriefing skills to improve our program which will benefit students and teachers alike.

3. Please explain the arrangements you have made or will make to accommodate your students: SUB, plan accordingly

Substitute Needed? YES NO If YES, indicate # of days: 1

4. Please cite some examples of sessions you are planning to attend, if applicable. (Attach information if you like)
Says "Many ideas & activities to help facilitate discussion within your group in order to get the most out of any activity."
Tom Hinds 9-19-16

Educator's Signature: [Signature] Date: 9-19-16

Special Education Director -OR- Program Supervisor Approval: [Signature] Date: 9/19/16

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

Assistant Superintendent's Approval (required for all requests): _____ Date: _____

★ Superintendent's Approval/Board Approval (required for out-of-state & overnight requests - to be made 1 month prior): [Signature] Date: 9/21/16

Estimated Costs:	Registration	\$	165.00
	Accommodations	\$	70.00
	Meals	\$	
	Travel	\$	144.00
	TOTAL		379.00
Budget Account #	PD-653300		
	Travel-655810		379.00

***PLEASE NOTE:**
If This Form Requests the Use of a Professional Development Day, Employee is Responsible for Registration