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

RECEIVED
SEP 23 2016
BY: SP

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

Name: Elizabeth A. Soares School: District Today's Date: 9-22-16

Name of Professional Development/Activity: Maine Library Association Conference

Date(s) of Professional Development/Activity: Nov. 14th-15th Location of Professional Development/Activity: Sunday River (Newry)

1. Please state the purpose of the Professional Development/Activity:
To learn about latest trends in library work, New books, network w/ Maine librarians.

2. Please explain how the Professional Development/Activity will benefit your students:
I bring back what I learn to the rest of the library team and we work to bring best practices to our schools

3. Please explain the arrangements you have made or will make to accommodate your students: NO sub needed

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) Diversity in Children's Literature; "Stemona Shoestring,"" enlightening story time; College + Career Readiness for middle schoolers.

Elizabeth A. Soares 9-22-16
Educator's Signature Date

Special Education Director -OR- Program Supervisor Approval Date

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

James Anastasio 9-22-16
Assistant Superintendent's Approval (required for all requests) Date

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

Estimated Costs: Registration \$ Covered by grant
Accommodations \$ 150
Meals \$ 50
Travel \$ 30
TOTAL \$ 230
Budget Account # 6100-0000-2220-00-300-105-00-00-651010
***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