

Professional Meeting and/or Travel Request FormEmployee Name: Dee WrightSchool/Work Location: NUESLocation of Conference/Workshop: NUESCity, State Location of Conference/Workshop: Madisonville, KYConference/Workshop Date(s): Oct 4, 2017Conference/Workshop Name: Development & Implementation of IEPsRationale for Attendance: To become more knowledgeable of writing PK IEPs

Other District Employees Attending Conference/Workshop (Please list name, school/work location and position)

Employee Name: Morgan CoxleyEmployee Name: Morgan BrasherEmployee Name: Morgan BrasherEmployee Name: Morgan Brasher

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT?

Credit must be approved by the SBDM and/or Professional Development Coordinator

ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT?

WILL YOU BE PARTICIPATING AS A CONSULTANT?

HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES? through PLC meetings & IEP developmentESTIMATED EXPENSES:Substitute Needed: ?

Registration Fee: \$

Use of Board Vehicle:

Use of Personal Vehicle:

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Today's Date:

Out of State

(Requires Board Approval)

Departure Time: 8:00amReturn Time: 3:00 pmLocation/Position: NUES TeacherADDITIONAL INSTRUCTIONS:

* Itemized receipts are required for all expenditures. Receipts for expenses must come from the place of business making the charge.

Signature of Applicant: Dee WrightSignature of Principal/Supervisor: Morgan BrasherSignature of Superintendent/Designee (If Necessary): Dee WrightDate: 9-1-2017Date: 9-1-17Date: 9-1-17

Review/Revised: 7/11/2016

* Tammy Sayle set this up, so I assume grant funds or preschool will pay for subs and any travel expenses (board vehicle if used). BB