

PERSONNEL

03.125 AP.21

Professional Meeting and/or Travel Request Form

Today's Date: 9-22-17

Employee Name: Julie Young
 School/Work Location: SLES/LCHS
 Location of Conference/Workshop: Lyon County Out of District
 City, State Location of Conference/Workshop: Fulton Independent
 Conference/Workshop Date(s): See attached
 Conference/Workshop Name:
 Rationale for Attendance: contracted VI Services

Out of State
 (Requires Board Approval)
 Departure Time:

Return Time:

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

Employee Name: Location/Position:
 Employee Name: Location/Position:
 Employee Name: Location/Position:
 Employee Name: Location/Position:

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?

Yes No
 Yes No
 Yes No

ESTIMATED EXPENSES:

Substitute Needed:	YES or <u>NO</u>	No. of Days	Method of Payment:
Registration Fee: \$			Method of Payment:
Use of Board Vehicle:	YES or <u>NO</u>		Method of Payment:
Use of Personal Vehicle:	<u>YES</u> or NO		Method of Payment:
Mileage \$		No. of Miles	
Hotel/Lodging (amount per night) \$		How many nights <u>n/a</u>	Method of Payment:
Meals \$			Method of Payment:
Car Rental (amount per day) \$		How many days <u>n/a</u>	Method of Payment:
Air Fair \$			Method of Payment:

Lyon Co/Fulton Ind
Livingston

ADDITIONAL INSTRUCTIONS:

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

Signature of Applicant: Julie Young Date: 9-22-17
 Signature of Principal/Supervisor: Kim Starnett Date: 9/22/17
 Signature of Superintendent/Designee (If Necessary): _____ Date: _____

1 hr per day @ each location.

Julie Young - 182 Days

2017-2018 School Calendar

July 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15				19
20	21		23		25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	S
						2
3	H	5			8	9
10	11	12			15	16
17	18			21	22	23
24	25				29	30

October 2017						
Su	M	Tu	W	Th	F	S
1	2			5	6	7
8	9	10	11		13	14
15	16				20	21
22	23	24	25	26	27	28
29	30					

November 2017						
Su	M	Tu	W	Th	F	S
					3	4
5	6	7			10	11
12	13				17	18
19	20			H	24	25
26	27					

December 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4				8	9
10	11				15	16
17		19	20	21	22	23
24	H	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	S
	H	2			5	6
7	8				12	13
14	15				19	20
21	22	24			26	27
28	29					

February 2018						
Su	M	Tu	W	Th	F	S
					2	3
4	5				9	10
11	12				16	17
18	19				23	24
25	26					

March 2018						
Su	M	Tu	W	Th	F	S
					2	3
4	5	6	7	8	9	10
11	12				16	17
18	19				23	24
25	26				30	31

April 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9				13	14
15	16				20	21
22	23				27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	S
					4	5
6	7				11	12
13	14				18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday – SLES (yellow)
 Tuesday – SLES a.m./Lyon Count p.m. (purple)
 Wednesday – LCHS (green)
 Thursday – Fulton City a.m./LCHS p.m. (red)
 Friday – SLES/Home Visit (orange)
 PLC – (white)
 Exceptions – Fulton a.m./Lyon p.m.(blue)