

**Nantucket Public Schools
Professional Development Approval Form**

Name:	School:	Position:
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Please check one of the following:	Attend a workshop, conference or meeting	
	Conduct/teach a workshop or course	
	Develop/present a project/unit	
	Other	

Title/Type of Activity*	Date(s):	Location

*Describe in detail. Attach flyer, brochure or other informational materials to this form

Cost* (please enter \$ amount under those that apply)			
Registration	Travel	Other (explain)	Total Requested

*If traveling off-island you will also need to fill out a Travel Request Form

Will you be submitting a reimbursement form? Y/N	
Does this course relate to your Educational Plan, school and district goals? Y/N If yes, how?	

Applicant Signature:	Date:	Amount Requested:
Leave Request submitted in Aspen? Y/N		
Building Principal Signature:	Date:	Amount Approved:

Funds Requested From: (to be completed by building administrator)			
District	School	Grant (Specify)	Other

Director or Principal Signature (depending on funding):	Date:	Amount Approved:
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Superintendent Signature:	Date:	Amount Approved:
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