

**PLEASANT VIEW R- VI SCHOOL DISTRICT  
REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS**

Teacher's Name		<b>Please Route:</b> PreK____  PreK____  PreK____  K____  1st____  2nd____  3rd____  4th____  5th____  6th____  7th____  8th____  Title____  Sped____  Speech__
Type of Request		
Dates/Times		
Detailed description of request (May use attachment.)		
Registration Fee		
Transportation @ \$.44 per mile		
Lodging		
Meals		
Substitute teacher		
Presenter's Fee		
Stipend for Participants		
Tuition Reimbursement		
Mentor's Stipend		
Additional District Costs		
TOTAL Requested		
How does attendance at this conference support the district's Comprehensive School Improvement Plan?		

How and with whom will information be shared?

Teacher signature	Date
Date received by PDC	Date approved
Administrator's approval	Date

-----Keep above for PDC file -----  
 Complete below, detach and give to office for pre-registration and/or payment.  
 Please include information about the conference, motel etc..

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<input type="checkbox"/> Office, please register for conference (List names): _____ _____ _____  <input type="checkbox"/> Include hotel accommodations for ____ (Number of rooms)  P.O. # for preregistration: _____	<input type="checkbox"/> Please pay (staff member name): _____  <input type="checkbox"/> meals - Please attach receipt(s).  <input type="checkbox"/> mileage # of miles _____ x \$.44 per mile = _____  TOTAL TO BE PAID TO STAFF MEMBER: \$ _____
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