



**Rumson School District  
Professional Day Request – Out of District**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

All requests for out of district professional days must be submitted at least **thirty [30] days** prior to the workshop with ample time for Board of Education approval.

**A. Professional Day Information**

a. I wish to be absent on: \_\_\_\_\_ [M/D/Y] for a  Full Day  Half Day AM / PM [circle one]

To attend: \_\_\_\_\_ [Name of Event]

Location: \_\_\_\_\_

**ATTACH WORKSHOP DESCRIPTION AND COMPLETED REGISTRATION TO THIS REQUEST**

b.  I will or  will not need a substitute.

c. Briefly describe the relevance to your current area of professional responsibility and how it will help you improve student achievement and/or meet the requirements of your assignment.

\_\_\_\_\_

d. Explain how this PD experience will help you to meet district goals and the goals in your PDP.

\_\_\_\_\_

e. How will you share the information gained from the workshop/conference with your colleagues?

Team meeting  Faculty Meeting  Other \_\_\_\_\_

f. Indicate the total number of professional days taken or approved to be taken this school year: \_\_\_\_\_

**B. Estimate Cost**

Registration Fee \_\_\_\_\_  
Transportation [complete as applicable]  
 Car [total miles]: \_\_\_\_\_  
 Parking [estimate]: \_\_\_\_\_  
 Train Ticket [cost]: \_\_\_\_\_  
 Other [explain]: \_\_\_\_\_  
 Total Estimated Cost: \_\_\_\_\_

**C. Authorization** Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

After signing, please forward to your appropriate supervisor, Regular or Special Ed.

Regular Ed / Special Ed Approval	Yes	No	_____	_____
			Supervisor of Curriculum or Supervisor of Special Services	Date

Building Principal Approval	Yes	No	_____	_____
			Principal	Date

Superintendent Approval	Yes	No	_____	_____
			Superintendent	Date

Date of Board of Ed Approval: \_\_\_\_\_

**Staff member must request substitute on AESOP after receiving pink approval copy from Superintendent's office.**

**PD FOLLOW-UP FORM MUST BE SUBMITTED WITHIN THREE DAYS AFTER THE WORKSHOP/CONFERENCE.**