

Stewartville Staff Development Request

Name(s)				
What				

Date of Seminar *Registration Deadline* *Registration Fee* *Where*

	Full Day \$125.00		Half Day \$65.00		No Sub		Other	
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Building *Sub Needs*

<u>Description of Request</u>		
District Goals Addressed		
	Aim 1 - Goal 1	Ensure that students will meet or exceed high academic standards
	Aim 1 - Goal 2	Integrate technology as a teaching and learning tool
	Aim 2 – Goal 4	Create and maintain a safe and welcoming school
	Aim 2 – Goal 5	Create and maintain engaging learning environments
	Building Goals	Integration of literacy strategies and skills into instruction

Required Signatures

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Teacher / Date

Site Staff Development Recorder / Date

Principal / Date

¹Expenses for Reimbursement

- The first step is to estimate your expenses.
- **AFTER** you come back fill out the paperwork with your receipts and give to your site staff development recorder.
- You must have the required signatures before payment is processed.
- Reimbursement forms need to be in the district office by the 10th of each month for processing.

Meals					
	<i>Breakfast-\$8.00</i>	<i>Lunch-\$11.00</i>	<i>Dinner-\$16.00</i>	<i>Estimate Total</i>	<i>Actual</i>
Mileage					
	<i>How many miles?</i>	<i>No school car available .50/mile</i>	<i>School car available .25 / mile</i>	<i>Estimate Total</i>	<i>Actual</i>
Hotel + Tax		Parking		Misc.	

Total Expense for this Request

<i>Registration</i>	<i>Sub Fees</i>	<i>Mileage/Meals</i>	<i>Hotel/Parking</i>	<i>Other</i>	<i>Total</i>

Date Reimbursement Submitted	
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