

Union City Area School District
**REQUEST FOR PROFESSIONAL DEVELOPMENT
 - CONFERENCE, SEMINAR OR WORKSHOP -**

NAME _____ DATE _____

Step 1: STAFF MEMBER: Approval by Principal and Superintendent is necessary before registering for any event. Staff member may be responsible for registration costs. Reimbursement will be made following submission of documentation showing successful completion of the event to the District Business Office.

Name of event: _____

Date(s) of event: _____

Where is the event being held? _____

A substitute is needed for _____ day(s). **(Fill out "Leave Request Form" on the reverse side.)**

Registration fee: _____ Roundtrip mileage from Union City: _____

Lodging: Place _____ Cost _____

Does this event qualify for Act 48 credit? _____

How are you required to register for this event? paper CPE Tracker Other _____

CONFERENCE INFORMATION MUST BE ATTACHED. (Retain copy of this form and attachments.)

SUBMIT TO PRINCIPAL Following approval by Principal and Superintendent, you will receive notification from Cathy Krall along with any instructions. Then proceed with Step 4 below.

Do not register via CPE Tracker until you receive notification of approval.

Step 2: PRINCIPAL: Please review above request and approve or deny. (please circle)

Principal's signature: _____ APPROVE DENY

Return denials to staff member. Send approvals (with required attachment) to the Superintendent's office.

Step 3: SUPERINTENDENT (please circle)

Event Approved Event Denied

 Act 48 Credit Approved Act 48 Credit Denied

Superintendent's/Asst. Superintendent's Signature

Step 4: STAFF MEMBER: (Following approval of event)

- Mail any required registration paperwork or payment *promptly*.
- For CPE Tracker registrations: Please register via CPE Tracker immediately following notification of approval. Contact Cathy Krall (Business Office -ext. 5452) if you have questions about any payment options.
- Following event, if reimbursement is requested, submit proof of successful completion to Cathy Krall. All items submitted for reimbursement must be on itemized receipts and attached to "Expense Account for Travel" form. (Required by auditors)
- **PROFESSIONAL STAFF:** If approved by Superintendent for Act 48 credit and provider requires District to submit to PDE, please enter event on CPE Tracker for District approval using information on certificate of completion. (On your "Current Information" page, click on "Add CPE Event" and follow the step-by-step instructions. NOTE: School districts may only approve hours, not credits.) Send copy of certificate of completion to Ann Sill for your personnel file.

Union City Area School District
Leave Request Form
for Conference, Seminar or Workshop

Employee Name: _____

I will be attending the conference/seminar/workshop listed below and will need a substitute on the following days: _____

The Conference/Seminar/Workshop I will be attending is entitled

and will be held at _____

Remarks: _____

Employee signature

Date