

Request to Attend a Non-District Professional Development Opportunity

Note: Request must be received by your CTE Program Specialist at least 30 working days before the date of the event.

Name of requestor	
School	
Contact information	
Name of event	
Date(s)	
Location	
Event sponsor	
URL link to event	
Purpose of attending (If also a legal requirement or mandate, please note)	
Funding Source	
Costs	
Registration	
Air Fare or Mileage	
Lodging	
Meals (Up to \$45 per day; receipts required. This is not a per diem.)	
Shuttle/Cab	
Parking	
Baggage Fee	

Submit this request and a completed "Request for Absence on District Business" form to your Program Specialist. Completed forms must be received by your CTE Program Specialist at least 30 work days before the date of the event.