

**OAK GROVE SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT LEARNING OPPORTUNITY (PDLO)
REQUEST FORM**

1. Employee Name _____
2. Building _____
3. Type of Activity _____
4. Location of Activity _____
5. Date(s) of Activity _____
6. Date(s) Substitute Needed _____
7. Others in District who plan to attend _____
8. Comprehensive & Building Improvement Plan Goals:

- _____ Goal 1: Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
- _____ Goal 2: Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/ district mission, goals, and objectives.
- _____ Goal 3: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
- _____ Goal 4: Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.
- _____ Goal 5: Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

Rationale: _____

Expenditure Estimates:

***Participant responsible for making all reservations and for requesting entry of Purchase Order(s) through the building's normal purchasing procedures.**

***Participant responsible for turning in ALL receipts to Central Office Accounts Payable immediately upon completion of the activity.**

***Participant responsible for sending PD Evaluation Form to Human Resources immediately upon completion of the activity.**

Registration _____

Lodging _____

Date(s) lodging needed _____

Substitute _____

Date(s) substitute needed _____

(\$84 per day) (0 if no substitute needed)

Estimated Total: _____

The above request is ___ Approved ___ Denied ___ Pending (see Principal)

Employee Date

Building PDC Member Date