

**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