

Professional Conference or Training Request Form

The following steps should be taken by teachers prior to attending a conference or training outside of the Walton County School District:

- The form below should be completed by the teacher and submitted to the school-based Professional Learning Facilitator and the Principal.
- Based on the contents of the form below, teachers should seek approval from their principal to attend the conference/training.

The following steps should be completed by teachers after they return from the conference/training if they are interested in earning in-service points: *(Please note: To be eligible for in-service points, the conference/training must engage educators in developing knowledge, skills, practices, and/or dispositions to help students perform at a higher level.)*

The PLF will create a component in ePDC and email the district for approval and activation.

The teacher must implement their new learning, analyze student data, and reflect upon the learning experience before in-service points will be approved.

Conference/Training Information

Information requested in all boxes is required. Please use N/A if appropriate

Attendee's full name:	
Current teaching assignment:	
Funding source for attendance:	
Conference/training title:	
Conference professional affiliation:	
Conference/training location (city, state):	
Conference/training location (campus, building):	
Conference/training dates to be attended:	
Conference/training begin and end times:	
Conference/training website:	
Proposed conference/training presentations, workshops, and/or keynote speaking engagements to be attended:	

Professional Outcomes

Information requested in all boxes is required.

Explain your professional reasoning for attending this conference/workshop:	
Please provide a description of the conference:	
List the professional outcomes you expect to gain from this conference/workshop:	
List expected student outcomes from your implementation of the new learning gained from participation in this conference/workshop:	

Administrator/Supervisor Signature (must be obtained prior to conference): _____