



**Kingsley Area Schools**  
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**Joshua Rothwell, Superintendent**  
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## PROFESSIONAL DEVELOPMENT REQUEST FORM

Program Title: \_\_\_\_\_ Date(s): \_\_\_\_\_

Location: \_\_\_\_\_ Participant's Name: \_\_\_\_\_

Position: \_\_\_\_\_

It is helpful to focus on what you want to learn before attending any seminar/workshop or presentation. Focusing helps you prepare for learning and prepares a way to evaluate the experience when it is concluded. **A short presentation of new and relevant information learned should be shared with the staff in your building after returning.**

Please respond to the following:

1. What do you expect to learn at this conference session/workshop?

2. How does this experience fit into your curricular area?

Anticipated Expenses: Registration: \$ \_\_\_\_\_ Meals: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

Travel: \_\_\_\_\_ (Miles @ \$.655)

(Applicant must use school car if available) School Vehicle  Personal Vehicle  Other

Airfare: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Approval Process: Principal's Signature: \_\_\_\_\_

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Administration Only:

\*\*Do not complete this section of the request\*\*

Approved/Disapproved (Circle)

Reason for approving request:

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Reason for denying request:

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Superintendent Signature: \_\_\_\_\_ Approval/Disapproval (Circle)

Date: \_\_\_\_\_ Fund: \_\_\_\_\_ PO# \_\_\_\_\_

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