



Request for Attendance at Professional Learning Outside the District (AP415)

**Submit completed form to the Assistant Superintendent, Human Resource Service
at least 20 working days prior to the date of the conference or workshop.**

Flights and registration cannot be booked prior to approval.

Name: _____ Date of Application: _____

Conference Description (describe and attach registration form, agenda/itinerary and travel expense form):

Location: _____ Date/s: _____

Required PD? _____ Purpose? _____

How does this PD enhance professional learning activities that are sponsored by the District or in the Edmonton area?

How is this event relevant to your practice and current assignment?

What skills and knowledge do you hope to gain at this event? If you are a teacher, what are the curriculum links?

How does this event link to your goals and strategies in your professional growth plan? Your School Plan for Continuous Growth?

How will this be funded? _____

Robin Cole

Employee Signature

Date

Approval Signature

Date

International Approval

Date