



Bay District Schools
Division of Teaching and Learning Services
Office of Staff Development In-service Point
Request Form
Out-of-Town Conference/Workshop

Submit this form to request in-service credit for events not sponsored by Bay District Schools. This form must be received no more than 90 days after the event.

Employee Name: _____ Employee I.D. # _ _ _ _ _

School: _____ Position: _____

Name of Conference/Institute/Workshop: _____

Name of Sponsoring Organization (write out entire name, e.g., Florida Bandmasters Association):

Location of Workshop: _____ Dates of workshop: _____
(City and State)

Total hours of attendance (1 day is equal to 6 hours. **Do not include travel time.**) : _____

Describe what you learned from this event and how it supports one of goals on your Deliberate Practice or enhances your subject area knowledge.

1. How will this support the goals of your deliberate practice? Or How has this training enhanced your subject area knowledge?

2. Attach the agenda from the meeting. If multiple sessions were offered, identify session titles in which you participated that relate to your professional learning goals.

3. Explain how you will use this information in one of the following ways:
 - a. In YOUR classroom or PLC

 - b. By sharing it with other district/school personnel



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NOTICE: You will receive a written notice ONLY if this request was not approved. Approval of this request means only that teachers who participate in the event will earn in-service points. **It does NOT imply approval for payment of conference expenses (registration, travel, etc.).**

Submit this document, along with the agenda and your TDY or other proof of attendance. Points will not be awarded until these documents have been received and approved.

Attach these documents

- ☐ TDY or other Proof of Attendance
- ☐ Conference/Meeting Agenda

Participant's Signature

Date

This request is: ____ **Approved** for ____ Points ____ **Not approved**

District Administrator

Date