

Request For Professional Day (PD)

HACKETTSTOWN PUBLIC SCHOOLS

Board of Education approval is required for all (PD) Professional Day requests. To receive approval, you must submit all documentation to the Superintendent of Schools TWO MONTHS prior to your meeting/conference. All back-up information must be attached to this request, including a purchase order, Field Trip Request Form and Chaperone Form if applicable.

Name:	School:
Date submitting request:	Date(s) of requested meeting /conference:
Place of meeting /conference:	
General nature of meeting and reasons for wishing to attend:	
Attendance at Principal's request: <input type="checkbox"/> Yes <input type="checkbox"/> No	
APPROXIMATE COST / MISCELLANEOUS INFORMATION	
Registration fee:	Substitute needed: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="display: flex; justify-content: space-around; margin-top: 5px;"> AM only PM only Full Day </div>
R/T Mileage: (applicable only when requested to attend)	Grant/Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list source: _____
Other (<i>itemize</i>): Total expenses not to exceed: _____	P.O. Included: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(P.O. must be included if expense is listed. Also attach completed registration form with back-up information.)</i>
APPROVAL - BUILDING PRINCIPAL	APPROVAL - DEPARTMENT ADMINISTRATOR
Signature: _____ Date: _____	Signature: _____ Date: _____
APPROVAL - ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION	
Signature: _____	Date: _____
APPROVAL - SUPERINTENDENT / BOARD OF EDUCATION	
Signature: _____	Date: _____

PLEASE KEEP A COPY OF THIS FORM WITH PRINCIPAL & DEPARTMENT ADMINISTRATOR SIGNATURES BEFORE SUBMISSION TO BOARD OFFICE FOR FINAL APPROVAL