**ESSEX COUNTY VOCATIONAL TECHNICAL SCHOOLS**

**PROFESSIONAL DAY REQUEST FORM**

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| Name: **(one name per form)** | **Date of Program:**  |
| **Registration Deadline:** |
| School:  | **BT** |  | **N13** |  | **NT** |  | **WC** |  | **Regular Registration Cost:** |
| **Department:**  | **Early Registration Date:** |
| Is this training addressing an activity in your Professional Improvement or Corrective Action Plan? | **YES** | **NO** | **Early Registration Cost:** |
| **Early Registration Deadline:**  |
| Have you utilized a Professional Day in this school year: | **YES** | **NO** | **Purchase Order/Payment is required with registration:** | **YES** | **NO** |
| **Program Name:**  | **I have registered (if yes, please submit a confirmation of your registration)** | **YES** | **NO** |
| **Program Location:** |
| **I HAVE registered for this event and a confirmation of my registration or the registration application is attached. (must be included)** |  | **Informational material regarding your professional day request must be included / attached.** |
| **I have NOT registered. A PO or PO# is required with registration. My registration application is complete and attached (must be included)** |  |
| **Nature of Program**: Describe how this training is relevant to your specific educational responsibilities (programs) and the goals of the school. |
| **Nature of Program**: Describe how and when you will disseminate the information or skills that you will acquire. |
| **Nature of Program:** Describe how the training is addressing the component(s) of the ***Framework for Teaching***. |
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| **\*Supervisor (Acknowledge/Approve)** | **Date** | **\*Principal (Acknowledge/Approve)** | **Date** |
|  |  |  |
| **\*\*Supervisor of Program Accountability**  **(Mr. Singh) / Date** |  | **\*\*Assistant Superintendent for Curriculum & Instruction (Ms. Carbonell) / Date** |

**\* Supervisor and Principal approval is required at all times for approval and / or acknowledgement.**

**\*\*Approving for specific Supervisors and /or grant funded.**