

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

PROFESSIONAL DAY REQUESTS

The following are the steps that should be followed in acquiring approval for 'Professional day Requests'

1. Access the '**Professional Day Request**' and the '**Check off list**' forms from our website (under teacher resources) and submit to your supervisor for approval.
2. If payment is required, a requisition must be completed by the school office except for requests funded by NCLB Title I, III funds or IIA. Those should be sent to Mr. Singh, Central Office after Supervisor's approval.
3. If the cost of your request is more than \$150, board approval is required. Requests should be approved and submitted to central office at least two weeks prior to the board meeting. You will be notified by email if your requests have been approved.
4. All forms must be accompanied by informational backup regarding your request.
5. Avoid using personal funds to register for any activity. Payments will be made through the district's office.
6. Upon completion of your approved Professional Day submit a copy of any certification or credit hours you may have received for your participation to Ms. Koshy in Central Office.