

**ESSEX COUNTY SCHOOLS OF TECHNOLOGY
PROFESSIONAL DAY REQUEST FORM**

Name: (one name per form)							Date of Program:			
							Registration Deadline:			
School	CO		PT		NT		WCT	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 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:										
(1) Describe how this training is relevant to your specific educational responsibilities (programs) and the goals of the school.										
(2) Describe how and when you will disseminate the information or skills that you will acquire.										
(3) Describe how the training is addressing the component(s) of the <i>Framework for Teaching</i> .										
Funding Source: (Please Check One)										
<input type="checkbox"/> ESEA <input type="checkbox"/> IDEA <input type="checkbox"/> Perkins <input type="checkbox"/> Local <input type="checkbox"/> Free <input type="checkbox"/> Other										

*Supervisor (Acknowledge/Approve) Date	*Principal (Acknowledge/Approve) Date

****Supervisor of Program Accountability
(Mr. Bickram Singh) / Date**

****Director of Curriculum & Instruction
(Ms. Carmen Morales) / Date**

*** Supervisor and Principal approval is required at all times before processing.**

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