



CROMWELL DISTRICT
Placing Students First

CPS APPLICATION FOR PROFESSIONAL DAY

Applicant's Name: _____ School: _____

Date(s) Requested: _____ Date Submitted: _____

Assignment: _____ Substitute Required: Yes/No

Reason for Request: (Describe the conference/seminar and its relevance to your position and attach information.)

The applicant is responsible for providing their supervisor with a written report on what they learned on the professional day within two weeks. The applicant must be ready and willing to share information gained with a school/district audience at the request of a supervisor.

How will you share the information learned?

Who do you intend to share this information with?

Itemize costs if you are requesting reimbursement.

Funding Source:

Item	Amount
Registration Fee	
Meals	
Lodging	
Mileage	
Parking	
Other - Please Specify	
Total:	



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If Applicable, Content Supervisor's Approval

Yes/No

Signature

Date

Principal's Approval

Yes/No

Signature

Date

Director of Curriculum and Instruction

Signature

Date