

OFFICE

MEL #: _____

USE ONLY

Event ID #: _____

PROFESSIONAL DEVELOPMENT TRAINING/WORKSHOP REQUEST FORM

(Please complete all required (* asterisked) fields to avoid delay in processing of request.)

*Title of Workshop: _____

*Description: _____

*Event Type:

☐ Board Meeting☐ Executive Committee Meeting☐ Online Course☐ Professional Development☐ Teacher Center Committee Meeting☐ Other

*Credit Type:

☐ CEU (College Credit)☐ Graduate Hours☐ Other☐ Staff Development Hours

*Strand: (Check all that apply)

☐ Advocacy/Leadership☐ AR Content Standards/Frameworks☐ Assessment☐ AR History☐ Classroom Management☐ Cognitive Research☐ Collaborative Learning Comm.☐ Curriculum Alignment☐ Data Disaggregation☐ Educational Technology☐ Fiscal Management☐ Health/Physical Activity☐ Instructional Leadership☐ Instructional Strategies☐ Mentoring/Coaching☐ Non-Curricular☐ Prin. of Learning & Dev☐ Private Event☐ Student Health & Wellness☐ Supervision☐ Systemic Change Process

Subject: (Check all that apply)

☐ Adult Education☐ All Subjects☐ Business Ed.☐ ELL☐ Language Arts☐ Literacy☐ Math☐ Mental Health & Wellness☐ Social Science☐ Technology☐ Career Readiness & Work Based Learning

Audience: (Check all that apply)

☐ Administrators☐ All Educators☐ Assistant Principals☐ Counselors☐ Instructional Leaders☐ Para Pros☐ Principals☐ Reading Recovery☐ Technology Coordinators☐ StaffFacilitator: _____ Marsha Taylor Fee: _____ Billing: ☐ ESCWorks ☐ Bookkeeping*Number of Participants: _____ *In person ☐ (Meeting Room: _____) ☐ Virtual(If virtual *Zoom will be created by: ☐ AALRC ☐ Presenter) ☐ Private Event

*Workshop Date(s): _____ *Time: _____

*Credit Hours: Total Credit Hours: _____ ☐ Full Day Workshop ☐ Half Day Workshop ☐ Multiple Days

*Presenter(s): _____

Credit and Amount:

☐ Advanced Placement _____☐ Arkansas History _____☐ Arkansas Scholarship _____☐ Data Disaggregation _____☐ Fiscal Management _____☐ Educational Technology _____☐ Health/Physical Activities _____☐ Instructional Leadership _____☐ Parental Involvement _____

Additional Comments/Information: _____