OFFICE USE ONLY	MEL #: _____
	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**: _____

_____

_____

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_____

***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 ❑ Staff

Facilitator: 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: _____

_____

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