

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.8R1

Effective Date: 08/24/09

Revised Date: 10/23/13 *Denotes revision

Section: Personnel

Subject: Staff Development

Related Policy: 5.113 In-Service and Staff Development Opportunities
2.804 Expenses and Reimbursements

Related Administrative Procedure: Travel Expenses and Reimbursements

I. DEFINITIONS

II. PROCEDURES

- A. Conference Approval and Travel Request forms must be submitted to appropriate Central Office department at least 2 weeks prior to registration deadline.
- B. Obtain a Conference Approval and Travel Request form from your supervisor or principal*.
- C. Complete form and attach completed registration. (All applicable sections of the form should be completed with required information.) **REGISTRATION AND RESERVATIONS WILL BE PROCESSED BY CENTRAL OFFICE DEPARTMENT APPROVING FUND EXPENDITURES.**
- D. Submit to immediate supervisor or principal for approval.
- E. Supervisor/Principal will then forward conference request form and registration form to the *Special Education/Federal Projects/Fiscal Administrative Assistant, who will check form for accuracy/completeness and obtain appropriate approvals from the funding supervisor.
- F. Central Office funding supervisor will review and approve allowable expenditures of professional development funds.
- G. Final approval will be obtained from the Director of Schools.
- H. Upon approval by the Director of Schools, the supervisor/principal will receive *confirmation of request form, and the original will be returned to the Special Education/Federal Projects/Fiscal Administrative Assistant, who will forward to the appropriate person to make reservations, etc.
- I. *It is the responsibility of the approved attendee(s) to obtain conference and hotel (if applicable) confirmations from the Central Office prior to leaving for the conference.
- J. All applicable Marshall County School Board Policies and Administrative Procedures must be followed.

K. In the event of emergency in which approved attendee is unable to attend conference, the immediate supervisor or school principal should be notified AS SOON AS POSSIBLE and an appropriate replacement named. The immediate supervisor or principal should contact appropriate Central Office department.

III. ATTACHMENTS

- 5.8 Addendum-A Conference Approval and Travel Request Form

Signature on File

Jacob Sorrells, Director of Schools