

Educational Travel Inservice Request

Educational travel may be approved for Inservice credit, up to a maximum of 30 points with a validity period. Travel is pre-approved by the educator’s supervisor to ensure that the travel will directly relate to their current or upcoming job assignment and required course standards.

Teacher Name: _____ School/Department: _____

Destination: _____ Dates of Travel: _____

Teacher: Please provide a brief description of the intended travel and how it will improve your professional growth or student performance. Please include specific types of activities or materials which you expect to encounter or collect during your travels. Show a correlation between this new knowledge/experience and your upcoming lesson/unit.

The educational travel can be directly correlated to teacher’s job assignment and required course standards.

Principal/Administrator Approval Date

Director for Professional Development Date

Appendix: C