

**INDIVIDUAL PLAN  
REQUEST FOR USING INDIVIDUAL TRAINING (Conferences, Workshops, Etc.)  
FOR STAFF DEVELOPMENT CREDIT**

I, \_\_\_\_\_, ID# \_\_\_\_\_,

An employee of the Lewis County Board of Education, assigned to

\_\_\_\_\_ School/Department request that I be permitted to receive Staff Development credit for attending the following activity.

Name of activity, workshop, etc., \_\_\_\_\_,

Date of activity \_\_\_\_\_, Location (city, etc) \_\_\_\_\_,

**NOTE:** Please attach a *program/agenda* to this request. List session attended and the number of hours for each session. **It is imperative that you record your time during and outside your regular workday.**

Conferences attended during normal working hours, on a regularly scheduled school day, are countable for Staff Development. **Hours accumulated during your regular work/school time will not exempt personnel from working on a required CE day.**

<b>Sessions Attended During Regular Work/School Day</b>	<b>Sessions Attended Outside Regular Work/School Day (Includes weekends, holidays, after school, etc.)</b>

Total Time Requested  
During Work Day \_\_\_\_\_

Total Time Requested  
Outside Work Day \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_