

Request for Extended Travel

NAME: Michelle Lenius

DATE: June 5, 2013 DEPT/BUILDING Shaver Elementary

PURPOSE: DIBELS Next Training Institute: Essential, Data and Mentoring Workshops

DISTRICT BENEFIT:

Training staff how to expertly give an important assessment screening for instructional data and to inform interventions.

TRAVEL DETAILS: 1. DESTINATION: Las Vegas, NV

2. DATES: July 7-10, 2013

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline	\$322.00
	July 7- \$66.00	\$165.00
MEALS	July 8-10 (dinner only) \$ 99.00	
	Luxor	\$207.00
LODGING	\$69.00 X 3 nights	
REGIS/FEES	DIBELS Two Day Workshop (July 8-9) \$550.00	\$ 850.00
	DIBELS Data Interpretation (July 10) \$300.00	
SUBSTITUTE		\$0
OTHER	Shuttle Round Trip	\$13.00
TOTAL		\$1,557.00

MLL 6/6/13

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BUDGET SOURCE(S):

1. GENERAL FUND: Registration: 210.1272.0641.928.050.000
Title I: Hotel/Per Diem: 210.1272.0342.928.050.000

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

This training is essential so that Shaver Elementary has a trained DIBELS administrator & expert on DIBELS data interpretation; as will each of the other elementary schools.

SUPERVISOR SIGNATURE

Kerry Kim Robinson

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

*OK K Gray
6/6/13*

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE:

Michelle Lewis

DATE:

6/5/2013