



Parkrose School District #3  
 As Per Board Policy DLC/DLC-AR  
 Request for Extended Travel  
 (Travel Outside 200 Miles)

The Parkrose School Board asks that extended travelers (or their supervisors) present for a few minutes at a Board meeting following their conference. Please make arrangements with the Board Secretary,

NAME: Morgan Hallabrin \_\_\_\_\_

DATE Feb 7, 2019 DEPT/BUILDING Parkrose High School

PURPOSE: The purpose of my trip is to attend the AP Reading in Salt Lake City, Utah where I will score AP Literature essays; also, I will attend multiple workshops on teaching literature, poetry, and writing more effectively. I will earn 52 PDU for the training and reading.

TRAVEL DETAILS: 1. DESTINATION: Salt Lake City, Utah

2. DATES: June 1-9, 2019

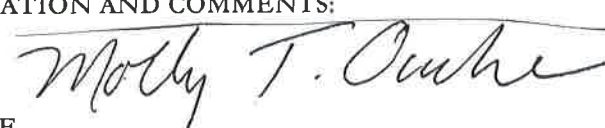
**\*\*\*College Board pays for food, travel, and lodging\*\*\***

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline	\$ 562.00
LODGING	7 nights in Salt Lake City	\$ 1,358.00
PER DIEM	3x7 days plus 2 during travel	\$ 300.00
REGISTRATION		\$
OTHER Substitute	1 full day sub \$226.91      1 half day sub \$113.44	\$ 340.35
TOTAL		\$ 2,560.35

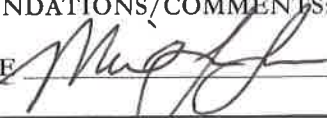
BUDGET SOURCE(S) NAME:	Travel Budget Code	Amount
Workshop Fund -Substitute	100.2240.0249.100.330.000	\$340.35
Other - College Boards is paying for food, travel, and lodging		\$2,220.00

BUSINESS SERVICES DIRECTOR SIGNATURE:  DATE: 5/7/19

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE:  DATE: \_\_\_\_\_

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE:  DATE: 5/7/19

BOARD ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE: \_\_\_\_\_



# AP<sup>®</sup> Reader Registration

[View this email as a web page](#)

Dear Morgan Hallabrin,

Please do not reply directly to this email.

We are pleased to inform you that you have been selected to serve at the College Board's 2019 AP<sup>®</sup> Reading in Salt Lake City, Utah. Your appointed position, AP Reading subject and expected compensation are available online and can be accessed through the link provided below.

**Participating in the AP Reading is an opportunity to:**

- Exchange ideas with faculty, teachers, and AP Development Committee members
- Establish lifelong friendships with other professionals in your discipline
- Become familiar with AP scoring standards, which provide valuable knowledge for scoring your own students' essays

**Responding to Your Invitation:**

Please **reply online within one week** to indicate whether or not you are able to accept this appointment. If your response is not received within one week, your access to the website will expire and another Reader will be appointed in your place. Please respond even if you are declining the invitation. Declining an invitation does not impact your eligibility for future Readings. However, you will be removed from the prospective Reader pool if you fail to respond with either an acceptance or a decline for two consecutive years. Instructions on how to accept or decline your invitation can be found on the Registration Guidelines page of the AP Reader Registration website.

**At the AP Reader Registration website you will find:**

- a personalized invitation letter
- instructions on how to accept or decline your invitation and how to complete the registration process if you are accepting your invitation
- 2019 AP Reading details, dates and locations
- a personalized online response form
- access to the online flight reservation system
- information about lodging, meals and more

**Reader Policy Reminder:** Your status with the AP Program will be changed to inactive if you do not respond to invitations for two consecutive years, and/or you accept an invitation to the Reading but do not attend for two consecutive years.

**Save this email containing the link to the AP Reader Registration website for future access.** The link at the bottom of this email is unique, with your log-on information embedded so you will not be required to enter a user name and password.

Please contact us at **1-888-9-AP-READ (1-888-927-7323)** or [ReadAP@ets.org](mailto:ReadAP@ets.org) should you have any questions.

Thank you for your support of the AP Program.

Sincerely,

Scoring and Reporting Operations  
Educational Testing Service (ETS)

**[Click here to access the AP Reader Registration website and accept or decline your invitation](#)**