

Request for Extended Travel

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: Alaina M. Langdahl
DATE: 1/13/2016

DEPT/BUILDING: Parkrose High School

PURPOSE:

The purpose of my trip is to attend the AP Reading in Louisville, Kentucky 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.

DISTRICT BENEFIT:

I will obtain a plethora of knowledge on teaching AP Literature and be trained in more refined, effective, and current techniques for teaching AP Literature. Besides receiving extensive training on grading AP essays, which is a major part of my job, the College Board offers various workshops every evening. I will be participating in a poetry workshop, Shakespeare workshop, British literature workshop, and the teaching of reading and writing workshop.

TRAVEL DETAILS: 1. DESTINATION: Louisville, Kentucky
2. TRAVEL DATES: 6/9/2016-6/17/2016

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	flights to and from KY	\$562.00
• MEALS	3x7 days plus 2 during travel days	\$300.00
• LODGING	7 nights in Louisville	\$1,358.00
• REGIS/FEES		
• SUBSTITUTE	3 sub days <i>subs + covers</i>	\$673.20 <i>\$500</i>
• OTHER		

TOTAL: ~~\$2,873.20~~
\$2700

BUDGET SOURCE(S):

<u>SOURCE</u>	<u>BUDGET CODE</u>	<u>AMOUNT</u>
• GENERAL FUND:	targeted:100.2240.0121.931.33 0.000	\$673.20
• WORKSHOP FUNDS:	<i>form in to Mary</i>	<i>\$500.00</i>
• CONTRACT REQUIREMENT:		
• OTHER:	College Board pays for food? travel, and lodging.	\$2,220.00

TOTAL: ~~\$2,873.20~~
\$2700

Business Director :  1/21/16 1/21/16

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE:

Att S 1.15.16

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

please approve - long history
K. Gray 1-20-16

BOARD ACTION:

NOT-REQUIRED ___ REQUIRED ___ 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:

Alana M. Langdahl

DATE:

1/14/2016

White - Human Resources
Yellow - Accounts Payable
Pink - Staff Member

Parkrose School District No. 3
10636 N.E. Prescott
Portland, Oregon 97220
(503) 408-2100

CERTIFIED WORKSHOP FORM

Reimbursement _____ **or** **Purchase Order** _____

Name Alaina M. Langdahl Building PHS Position LA Teacher
PEID Number _____ Workshop AP Reading
Workshop Date(s) 6/10 - 6/16 Location Louisville, Kentucky
Substitute Teacher _____ Full Day(s) _____ Half Day(s) _____
Have you pre-registered? YES NO Confirmation Number _____

If requesting a purchase order:
A copy of registration paperwork must be attached with name of course, cost and companies name, address and phone.

If requesting a reimbursement:
A copy of registration paperwork and original receipts are completed and attached to be sent with payment. YES NO

Staff Signature Alaina M. Langdahl Date 1.15.2016

Budget Code (Mandatory) for Registration, Mileage, Meals, Lodging, etc Paid by College Board

Substitute Required? YES NO Number of days 2 1/2 Budget Code (Mandatory) 10022400121100330000
Max \$500⁰⁰

Note: Substitute costs will be deducted from balance before reimbursement check is cut. **BUDGET CODE MUST BE WRITTEN ON SUBSTITUTE TIME SHEET.**

Principal/Supervisor [Signature] Approved Denied
Date 1.15.16
School Secretary _____ Date _____
Workshop Committee _____ Date _____

If this workshop is over 200 miles one-way, have you filled out an extended travel form and had it board approved? Registration or reimbursement cannot be done without prior board approval.

Workshop/Seminar Registration Fee \$ _____ Budget Code _____
Mileage _____ Miles x _____ cents \$ _____ Budget Code _____
Lodging \$ _____ Budget Code _____
Substitute Salary _____ days at \$ _____ Budget Code _____

Human Resources Director's Signature Mary V. King Date 1/19/2016
Business Services Director _____ Date 1/19/16

Susan Fox has extended travel form for BOE

June 2016 AP Reading Invitation - Louisville, Kentucky

From : Educational Testing Service - Do Not Reply <etswebregistrations@ets.org>

Thu, Jan 07, 2016 12:09 PM

Subject : June 2016 AP Reading Invitation - Louisville, Kentucky

To : Alaina Langdahl <langdahls@comcast.net>

Reply To : etswebregistrations@ets.org



AP Reader Registration Louisville, KY

View this email as a web page

Dear Alaina Langdahl,

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 2016 AP® Reading. Your appointed position, AP Reading subject and stipend are available online and can be accessed through the link provided below.

Click here to access the AP Reader Registration website

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

Please reply online within three weeks to indicate whether or not you are able to accept this appointment. If your response is **not received within three weeks**, 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. Instructions on how to accept or decline your invitation can be found on the landing page of the AP Reader Registration website.

At the AP Reader Registration website you will find:

- a personalized invitation letter
- 2016 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.

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.

Note: This website is viewable on both desktop and mobile devices. Pages with images are not optimized for mobile viewing. If you experience this issue, scroll to the bottom of the page and click "View Desktop Site."

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

Thank you for your support of the AP Program.

Sincerely,

Performance Assessment Scoring Services
Educational Testing Service (ETS)

Click here to access the AP Reader Registration website



About | Legal

Copyright © 2016 by Educational Testing Service. All rights reserved. ETS and Educational Testing Service are registered trademarks of Educational Testing Service (ETS). College Board, Advanced Placement Program, AP, AP Central, and the acorn logo are registered trademarks of the College Entrance Examination Board.



for Educators



Here is the article in a print-friendly format. Click the button above to print this page.

2016 AP Reading Schedules

AP Subject	2016 Site	2016 Dates
Art History	UT	June 3 – 9
Biology	MO II	June 11 – 17
Calculus	MO I	June 2 – 8
Chemistry	UT	June 3 – 9
Chinese Language and Culture	UT	June 3 – 9
Comparative Government and Politics	UT	June 3 – 9
Computer Science A	MO II	June 11 – 17
English Language and Composition	MO II	June 11 – 17
English Literature and Composition	KY II	June 10 – 16
Environmental Science	OH I	June 2 – 8
European History	MO I	June 2 – 8
French Language and Culture	OH II	June 12 – 18
German Language and Culture	OH II	June 12 – 18
Human Geography	OH I	June 2 – 8
Italian Language and Culture	OH II	June 12 – 18
Japanese Language and Culture	UT	June 3 – 9
Latin	KY II	June 10 – 16
Macroeconomics	OH I	June 2 – 8
Microeconomics	OH I	June 2 – 8
Music Theory	OH II	June 12 – 18
Physics	MO I	June 2 – 8
Psychology	KY II	June 10 – 16
Research	UT	June 3 – 9
Seminar*	UT	June 3 – 9
Spanish Language and Culture	OH II	June 12 – 18
Spanish Literature and Culture	KY II	June 10 – 16
Statistics	MO II	June 11 – 17
Studio Art	UT	June 3 – 9
United States Government and Politics	UT	June 3 – 9
United States History*	KY I	June 1 – 7
World History	UT	June 3 – 9

Copyright © 2016 collegeboard.com, Inc.

***Online distributed Readers in these subjects will score from home or office**

Reading Sites:

KY Kentucky International Convention Center, Louisville, KY