

**AMPHITHEATER PUBLIC SCHOOLS  
STAFF TRAVEL/CONFERENCE REQUEST**

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Tassi Call     Shannon McKinney     SCHOOL: District Offices  
                     \_\_\_\_     \_\_\_\_\_     Department (opt.): \_\_\_\_\_  
                     \_\_\_\_     \_\_\_\_\_     DATE(S): 6/21/20-6/24/20

ACTIVITY/EVENT: AVID (Advancement Via Individual Determination) Summer Institute  
 LOCATION: San Diego, CA

ABSENCE:     # Days 4     Sub Required:  Yes      No     # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$850.00</u>	<u>100.20.100.2190.6360.509.0000</u>
Transportation	<u>\$1087.00</u> Mode <u>airline</u>	<u>100.20.100.2190.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$427.00</u>	<u>100.20.100.2190.6582.509.0000</u>
Lodging	<u>\$1620.00</u>	<u>100.20.100.2190.6582.509.0000</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$3984.00</u></b>	

The District will  (or) will not  receive reimbursement from outside sources.

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Teams. This training is to support the continued implementation and sustainability of the program in the Amphitheater School District.

Outcomes and academic benefits to students and staff: The District Director will learn effective instructional practices and explore data to construct an action plan for effective implementation and sustainability at our sites. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

The travel is necessary for the implementation of the project funding the travel.

Submitted by: \_\_\_\_\_ Tassi Call     3/12/20  
                     Signature     Date  
 \_\_\_\_\_     \_\_\_\_\_  
 Principal/Supervisor     Date

*Muhammad Beyar*

Associate Superintendent/Superintendent

3/12/2020

Date

rev. 8/25/17

**AMPHITHEATER PUBLIC SCHOOLS  
STAFF TRAVEL/CONFERENCE REQUEST**

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Laurie Sheber Hillary Kitay Karen Belleau SCHOOL: Prince  
Kelsey Glavin Caitlin Rathbun Department (opt.): \_\_\_\_\_  
Amanda Hay Jessica Canez Matthew Lange \_\_\_\_\_ DATE(S): 6/29/2020 - 7/2/2020

ACTIVITY/EVENT: Advancement Via Individual Determination Summer Institute

LOCATION: Denver Convention Center, 700 14<sup>th</sup> Street, Denver, Colorado 98101

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$6800.00</u>	<u>100-20-100-2210-6360-111-0000</u>
Transportation	<u>\$3240.00</u> Mode <u>Air</u>	<u>100-20-100-2210-6582-111-0000</u>
Rental Car	_____	_____
Meals	<u>\$2376.00</u>	<u>100-21-100-2210-6582-111-0000</u>
Lodging	<u>\$3344.00</u>	<u>100-21-100-2210-6582-111-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$15760.00</u>	

The District will  (or) will not  receive reimbursement from outside sources.

Purpose of travel: AVID training to support the implementation of the program at our site.

Outcomes and academic benefits to students and staff: Staff will learn effective instructional practices and will work with our site team to explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers), provides quality staff development for teachers, helps build community support systems for school success, and addresses how to grant equitable access to rigorous curricula for all students.

The travel is necessary for the implementation of the project funding the travel.

Submitted by: Laurie Sheber 3/3/20  
 Signature Date

Laurie Sheber 3/3/2020  
 Principal/Supervisor Date

Matthew Lange 3/10/2020  
 Date

