



1220 Walnut Oskaloosa, KS 66066

**PARAEDUCATOR STAFF DEVELOPMENT REQUEST FORM**

\*\*This form is to be used for workshops that are NOT held/sponsored by NEKESC\*\*

\*\*Must submit workshop/conference information with this request\*\*

Date \_\_\_\_\_

Name \_\_\_\_\_

Activity/Conference \_\_\_\_\_

Date(s) \_\_\_\_\_

Location \_\_\_\_\_

State your objectives: \_\_\_\_\_

\_\_\_\_\_

Substitute needed? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you intend to submit a validation of activity form for this activity? YES \_\_\_ NO \_\_\_

**Estimated Expenses:**

Mileage \_\_\_\_\_  
( \_\_\_\_\_ miles @ \$. \_\_\_\_\_ )

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

\*(only for overnight stays)

Registration \_\_\_\_\_

**Total:** \_\_\_\_\_

**Administrators Use Only:**

Fund to be charged \_\_\_\_\_

\_\_\_\_\_ Mileage

\_\_\_\_\_ Lodging

\_\_\_\_\_ Meals

\_\_\_\_\_ Registration

\_\_\_\_\_ **Total**

Principal(s) \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_\_\_

NEKESC Administrator \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_\_\_

**For office Use:**

\_\_\_ Registered \_\_\_ Needs to be Registered \_\_\_ Check Registration Status

Special Instructions \_\_\_\_\_

\_\_\_\_\_