

MARION COUNTY PUBLIC SCHOOLS

1614 SE Ft King Street • Ocala, Florida 34471
352-236-0500 • Fax 352-236-0501

STAFF DEVELOPMENT

MIP REQUEST FOR VISITATIONS & STATE CONFERENCES

Prior to visitations, regional or state conferences involving released time from school, this form must be completed and attached to the duty request for approval by the Executive Director of Staff Development. Visitations may be scheduled for intra-inter county classroom visits, workshops, seminars, or conferences. Master inservice credit (MIP) will be granted when this application has been properly approved, the participant has returned the (yellow) evaluation report and a follow-up to the inservice has been completed.

1. Name: _____ 2. Date: _____

3. Name of Workshop: _____
Attach an agenda of the workshop and highlight the sessions you plan to attend

4. Location/school to be visited: _____

5. Level of inservice: _____ Level 1 (Awareness) _____ Level 2 (Skill Building) _____ Level 3 (Implementation)

6. Date(s) of visit: _____

7. Appropriate component #

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8. Purpose of visit - _____

9. Primary focus of this inservice (check one):

- _____ Sunshine State Standards, subject content, teaching methods
- _____ Technology
- _____ Assessment & Data Analysis
- _____ Classroom Management
- _____ School Safety
- _____ Family Involvement

I will represent the district through attendance at the workshop, conference, seminar, etc. working sessions. I will endeavor to satisfy the above objective(s) during the working session. I agree to summarize, for publication, the information presented at the sessions that I deem important for my colleagues to know. Finally, I agree to be a district/school trainer for the subject information acquired at this training.

I understand that no reimbursement will be made (including substitutes) until a properly completed evaluation form is returned to Staff Development.

Signature of Employee

School/Department

Approved by Executive Director, Staff Development

Date _____