



# Hapeville Charter Schools

A Fulton County Charter School

## Professional Development Request Form

Date of Request: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Subject you teach: \_\_\_\_\_ Grade: \_\_\_\_\_

- Please explain how this course relates to your current position and how it will improve the teaching and learning of students under your instruction.

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### SUBMISSION PROCESS

- Request should be received at least 10 business days before the session.
- Send completed request form(s) to Stacy Henry, at [shenry@hapevillecharter.org](mailto:shenry@hapevillecharter.org) (phone # 404-941-1041 Ext. 1710) and any relevant information that includes brochures, flyers, session description, cost, web addresses, etc. in order to make the request as smooth as possible. *(This information can also be scanned and emailed or sent to my office at the 8<sup>th</sup> Grade Academy)*
- You will be notified via email whether the request is approved or not.

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*All requests require administrator approval prior to attending.*