

TERREBONNE  
Parish School District

---

TO: Principals

FROM: Bubba Orgeron, Assistant Superintendent, Instruction and Student Support Services

When requesting out-of-parish/-state travel for professional development, please be guided by the following:

**Requests for Professional Development Out-of-Parish Travel**

**Guidelines:**

1. Attendance will be granted a maximum of two (2) consecutive days during the school year unless approval from the appropriate curriculum supervisor.
2. Presenters must have prior approval from the appropriate principal and supervisor before being placed on conference agendas.
3. Attach the conference/workshop agenda to the travel request form.
4. Principals are to get pre-approval from their supervisor before approving more than 10% of a faculty or an entire grade/content department to attend an out-of-parish activity on the same day during the school year.
5. In addition to the above guidelines, requests for **Out-of-State** Travel
  - a.) Staff attending out-of-state travel must be certified.
  - b.) Travel request and a written letter to the Superintendent (explaining rationale, costs, etc.) are to be submitted to the supervisor who will forward, upon approval, to the Assistant Superintendent.
  - c.) Attendees participating in out-of-state professional development are to submit to the supervisor a one page summary of the activity attended and how the information will be used and shared school and/or district-wide.
  - d.) Out-of-state travel is to be pre-approved by the appropriate curriculum supervisor, funding supervisor, if applicable, and the Assistant Superintendent prior to submitting formal request.
6. Procedural Guidelines: Chain-of-Command (Communicate **Electronically**)
  - a.) Request form completed by teacher.
  - b.) Principal's approval.
  - c.) Supervisor's approval.
  - d.) Funding or program supervisor approval, if applicable.
  - e.) Routed back to teacher and/or principal.