

GFPS- PIR Special Request Form

Name (Required): _____ School (Required): _____

Event Title (Required): _____

Event Description (Required):

Event Website: _____

Event City (Required): _____ Event State(Required): _____

Event Contact (Required): _____

Start Date (Required): _____ End Date (Required): _____

Meeting Times (Required): _____

Hours Requested (No more than 6) (Required): _____

Is this activity outside the duty day? (Required) Y N

Miscellaneous:

I understand that after the event, I must submit documentation of my attendance to the curriculum office; and acceptable documentation includes the certificate or grade report that I receive at the end of the event. I understand that if no certificate is issued, then I am responsible to arrange for an e-mail confirmation to be sent by the trainer or event sponsor to the curriculum director. If I fail to attend, I will contact the curriculum office immediately. I also understand that falsification of this form will lead to disciplinary action.

I Agree: _____

Please scan and email this completed form to Shelly Kelly (Elementary Coordinator) or Susan Quinn (HS Coordinator). Shelly_kelly@gfps.k12.mt.us or susan_quinn@gfps.k12.mt.us