

Staff Development Attendance Request

California *Education Code* Section 8483.7(C) allows programs to provide a maximum of three days for staff development during regular program hours using funds from the total grant award. The request is allowable per school site per calendar year. The Expanded Learning Division is allowing programs to request attendance credit for those days.

Agency Name	Grant Identification Number	Date
Contact Name	Contact Email	Contact Telephone

Date(s) of Closure	County-District-School Code	School Name	Program Type	Number of Days Closed	For Expanded Learning Division Use Allowable Credits
			After School Base After School Summer Before School Base Before School Summer		
			After School Base After School Summer Before School Base Before School Summer		
			After School Base After School Summer Before School Base Before School Summer		

Description of Staff Development Provided

For Expanded Learning Division Use Only

Total Semiannual Attendance / Actual Days of Operation = Daily Average; Daily Average x Number of Days Closed = Allowable Credits

Education Administrator Signature	Approve Deny	Date
Director Signature	Approve Deny	Date
Regional Analyst Signature	After School Support and Information System update certification.	Date

Instructions

1. Email this completed Staff Development Attendance Request form to the Expanded Learning Division mailbox at expandedlearning@cde.ca.gov and attach the following acceptable forms of evidence of closure for each program site. Please make sure it includes the content, time, date, and audience:
 - Agenda of Staff Development Opportunity
 - Sign in sheets
 - Conference/ training materials or brochures
 - Conference/ training schedule
2. Check only one Program Type per line when filling out the form.
3. Submit this request and attachment(s) to the Expanded Learning Division for approval no later than the due date provided in the table below based on the time period to receive attendance credit(s). If approved, the credit for the Staff Development Attendance days will be applied to the semi-annual attendance report that coincides with the date(s) the Staff Development took place.

Time Period	Due Date
January 1 through June 30	July 31
July 1 through December 31	January 31