

# Reading First Professional Development Make-Up K-3 Academy Request



**Send Completed Form To:**

Reading First Professional Development  
University of Central Florida  
Teaching Academy #403  
4000 Central Florida Blvd.  
Orlando, FL 32816  
Email: [rfd@fldoe.org](mailto:rfd@fldoe.org)  
Fax: 407.823.1195

*For Office Use Only:*

Date Requested:	
Date Received:	
Approved by RFPD:	<input type="checkbox"/> Yes
Date Approved:	
PAEC contacted:	<input type="checkbox"/> Yes
Date Materials Shipped:	

District Contact Name	District	District Contact Address	Email address	Phone
<b>MAKE-UP ACADEMY INFORMATION</b>	<b>Make-Up Academy Dates</b>	<b>Academy Location</b>	<b>Anticipated # of Participants</b>	<b>Make-Up Academy Hours</b> <i>Must be 8 hours (full day)</i> <i>Must be 4 hours (half day)</i>
<b>Site Contact</b>	<b>Site Contact Phone #</b>	<b>Ship Materials to</b>	<b>Requested Delivery Date</b>	<b>Requested Delivery Time</b>
<b>Number of Training Rooms</b>	<b>Developer names</b> <i>3 per room</i>	<b>Developer names</b> <i>3 per room</i>	<b>Developer names</b> <i>3 per room</i>	<b>Developer names</b> <i>3 per room</i>

**Any Questions/Concerns, please contact:**

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Special Projects Coordinator  
Reading First Professional Development  
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Email: [wcampbel@mail.ucf.edu](mailto:wcampbel@mail.ucf.edu)