

PROFESSIONAL DEVELOPMENT/STAFF DEVELOPMENT REQUEST FORM

Read instructions on accompanying page prior to completing this form

Please check: Professional Development Leave _____ Staff Development Leave _____

NAME _____ BUILDING _____

NAME OF MEETING _____

(For staff development leave, attach a copy of conference registration form and 1 copy of the program)

LOCATION OF MEETING _____

CITY

STATE

DATE(S) _____

PLEASE CHECK: FULL DAY ____ A.M. ____ P.M. ____

A substitute will be needed: Yes ____ No ____ Substitute Name: _____

REGISTRATION FEE (attach and highlight the fee on the registration form) \$ _____

PROJECTED TOTAL COST (including transportation, meals, registration, hotel) \$ _____

THIS LEAVE RELATES TO THE FOLLOWING SCHOOL/DEPARTMENT IMPROVEMENT GOAL:

Signature Date

Position

Assistant Superintendent Date

Principal/Director Date

THE FOLLOWING PORTION TO BE COMPLETED BY THE DEPARTMENT/SCHOOL LEADER

Once completed forward a copy to Instructional Services no later than 3 weeks prior to event

PD/SD Budget # _____ Budget Amount \$ _____

PD/SD Substitute Budget # _____ Budget Amount \$ _____

INSTRUCTIONS FOR COMPLETING PROFESSIONAL/STAFF DEVELOPMENT LEAVE FORM

Complete the staff development leave form, attach 1 copy of the conference program, and submit to your Staff Development School Leader. **A separate staff development form and conference registration form must be filled out for each individual applicant.**

ADVANCE REGISTRATION FEES

If you are requesting that the district pay advance registration fees, your completed forms must be in the Business Office **at least three weeks prior to your event.**

PLANE, TRAIN, OR BUS TICKETS

Plane or bus tickets **must** be purchased in advance through a District PCard or personal credit card after an amount is pre-approved. Please call with trip details so travel arrangements can be made. Long train and bus trips are not allowed, except by special request.

HOTELS

It is the employee's responsibility to arrange hotel accommodations and pay the advance deposit if needed. You will be reimbursed through the regular expense claim procedure.