Teacher Professional Development Request Form-ECHS

Step 1: Complete this form and give it to your supervisor for approval **[6 weeks in advance]**
Step 2: Once your supervisor approves/signs, the supervisor will submit this form to Academic Dean's office **[5 weeks in advance]**
Step 3: The Dean's office will contact you regarding approval status or other necessary information. **[4 weeks in advance]**
Step 4: Once the PO is approved, then the registration process for event, hotel, travel, etc. can begin. **[3 weeks in advance]**
Step 5: Submit your Leave Request Form to supervisor and put your sub request in Aesop (if applicable) **[2 weeks in advance]**

Teacher Name_____ **Today's Date**_____

Title of Professional Development

_____

Location_____ **Days of Event *(circle all that apply)*: Sun M T W Th F Sat**

Dates of Event: From_____**To**_____ **Time of Event: From**_____**To**_____

Event Description/Details:

_____

_____

Registration cost?_____**Who is paying for your registration?**_____
Who is registering you for the PD?_____ **Registration deadline?**_____
How do you register (website, phone#, etc.)? _____
Who is paying for your hotel?_____**Who is paying for travel?**_____

How much are the hotel costs?_____**How much is travel?**_____

Are POs accepted as payment? Yes or No Do you require an advanced check? Yes or No

Notes:_____

_____

_____

_____

Why are you requesting this PD?

_____

_____

How will this PD impact instruction?

_____

_____

Do you plan to share the information you learn at the PD with other staff? Why or why not? (If so, when and where?)

_____

_____

Supervisor Signature **Dean Signature** **Principal Signature**

_____ _____ _____

Date:_____ **Date:**_____ **Date:**_____

Office Use ONLY

Submitted on: **Approved on:**

PO requested on: **PO approved on:**

Teacher submitted: _____Request for Overnight Travel _____Receipts Certificate of Completion