



WCUUSD PROFESSIONAL DEVELOPMENT REQUEST 2023-2024

Courses, Conferences, Workshops

Administrative pre-approval is required for professional development. Courses for graduate credit require additional approval by the Superintendent and must be taken at an accredited, post-secondary institution. Books, materials, mileage, lodging, lab fees, comprehensive fees, registration fees, etc. are not eligible for payment with a graduate course. Prior to registration, please submit this form to the designated building representative (principal/professional development coordinator/special services director), along with a completed leave form, completed registration form, and a brochure or material detailing fees and course/workshop description.

FACULTY/STAFF INFORMATION

Name: _____ Today's date: _____

School/Dept: _____ FTE: _____ Faculty ESP Administrator

PROFESSIONAL DEVELOPMENT INFORMATION

Course/workshop title: _____

College/institution: _____ Date(s) of course/workshop: _____

Graduate credit(s) _____ Clock hours _____ Substitute needed? No Yes – *Create Absence via AESOP*

Technology or products acquired? Yes* No *If yes, please describe: _____

How does this professional development activity strengthen your work in your field? (please use back, if necessary)

EXPENSES

Conference registration fee: \$ _____

Overnight conferences: Lodging, travel, and meals (\$175/day maximum)* \$ _____

Day conferences: Travel and meals (\$45/day maximum)* \$ _____

*Travel reimbursement requires applicant to submit a *Travel & Expense Reimbursement* form along with original, itemized receipts within 60 days of completion of the conference/workshop.

Graduate course registration: _____ **Credit fee:** _____ (*Do not include registration fees, books, etc.*) \$ _____

ACKNOWLEDGEMENT

By signing below, I agree to the terms of Article 10.2 of the teacher's agreement to reimburse the school district if I do not receive a grade of B or better, or fail to complete the course for any reason - Educational Support Staff per article 9.9 of the ESP agreement. I further understand that materials and/or equipment received and paid for by the school district are the property of WCUUSD, (10.2.c):

Signature Date

ADMINISTRATIVE USE

2023 / 2024 Funds available (1.0 FTE = \$4,068.00, faculty; \$1,120.00, ESP) \$ _____

Eligible for reimbursement \$ _____

Total number of credits taken this fiscal year (not including this course): _____

Total number of school days taken this school year (not including this course): _____

Principal Date Approved Not Approved

Superintendent Date Approved Not Approved

Comment: _____ AESOP Leave/Absence Created: _____

Copy to Technology, if applicable: Special Programs & Services approval: Purchase order(s): _____

