



Professional Development Request Form

Step 1: Request form must be filled out completely

Step 2: Attach supporting documentation

Step 3: Obtain campus Principal's approval and signature

Step 4: Obtain CTE Director's approval and signature. Once approved by CTE Director, CTE teacher may proceed to submit web travel request, to be followed with PR request once web travel is approved.

CTE 's PROFESSIONAL DEVELOPMENT FOCUS COMPLIANCE PRIORITIES

PROFESSIONAL DEVELOPMENT

CTE teachers wishing to attend a professional development conference must complete and submit an approval request. Each request will be evaluated individually based on the focus compliance priorities. If approved, teachers will need to follow BISD travel process. Upon completion of the professional development conference/session, CTE teachers are expected to share relevant information with other CTE teachers as directed by the CTE director.

Focus compliance priorities for Professional Development:

- **Math, Science, Reading/ELA**
- **State and Federal accountability**
- **Industry alignment**
- **Research-based instructional strategies for special populations**
- **College and Career Readiness**

Section 1: REQUEST TO ATTEND PROFESSIONAL DEVELOPMENT/CONFERENCE

Name _____ Campus _____
Teaching Assignment _____ Grade Level(s) _____

SUBSTITUTE REQUESTED: YES NO REQUEST: WITHIN DISTRICT OUTSIDE OF DISTRICT

Date(s) of Conference _____ Travel Date(s) _____

Total # of days away from campus due to the above activity: _____

Type of conference/workshop: _____

Title: _____ Place/Location: _____

**Attach a conference schedule and other informational material. Indicate (highlight) sessions you plan to attend.*

Section 2: POSSIBLE EXPENSES

**If items listed below are approved, a web travel must be submitted by the CTE teacher requesting to attend the conference. Once the web travel is approved, the CTE teacher must submit a PR for approval.*

Registration: \$ _____ Meals: \$ _____ Lodging: \$ _____

Section 3: Alignment to CTE’s Focus Compliance Priorities for Professional Development

**Refer to the CTE’s Focus Compliance Priorities for Professional Development found on page 1, as well as in the CTE handbook.*

1. Give a brief description of the conference.

2. State how this conference aligns to CTE’s focus priorities compliance for professional development.

3. State desired outcomes for this professional development activity.
(What are you going to do with what you learn? How will this activity increase student success?)

NOTE: All CTE teachers requesting attendance at professional conferences must be willing to present at an in-service activity and also share information at a department/faculty meeting.

Section 4: TO BE COMPLETED BY CAMPUS PRINCIPAL

Approved Disapproved Signature: _____ Date: _____

**If approved by campus principal, CTE teacher must next send the completed form with the campus principal’s signature, to the CTE Director for further processing.*

Section 5: TO BE COMPLETED BY CTE DIRECTOR

Approved Disapproved Signature: _____ Date: _____