

Staff Development Request Process

Staff Development opportunities that occur outside of Columbia Heights Public Schools must be approved in advance.

Approval will depend upon a number of factors, including but not limited to available budgets, alignment to school and district goals, whether the training is required for the position, the number of staff submitting requests, and availability of coverage if the opportunity takes place during the school day.

Staff Development Request Form ([Form Library](#) on HeightsNET)

1. **Teacher** fills out the request form and submits it to the building principal. Fill out the form as early as possible, at least six weeks in advance, to ensure adequate planning time. Complete the entire form (conference details, cost, location, whether coverage will be required, etc.).
2. **Building principal** reviews the request to ensure compliance with district policies and procedures, alignment with building goals and needs, etc.
3. Once approved by the building principal, the form is sent to the **department director** (EL, Special Education or Community Education) if applicable, for approval and coding.
4. Form is sent to **Teaching and Learning** for approval.
5. Teaching and Learning will review and return the form to the requesting teacher and building principal and will communicate next steps.

Once Approved:

- Reserve a substitute, if needed.
- Teaching and Learning will register staff so no personal charges are incurred.
- Follow the procedures for [Conference Reimbursements](#). Ensure all necessary documentation is sent to Jasmine Fink in Teaching and Learning within one week of the conference.



Columbia Heights Public Schools Staff Development Request 2024-2025

Requested by: _____ Today's date: _____

School/Program: _____

Conference: _____

Dates: _____ Number of sessions: _____ Time: _____

Registration deadline: _____ Cost \$ _____ Location: _____

Sub needed? ___ Yes ___ No Format: ___ In-Person ___ Virtual

Signature of applicant _____ Date _____

Signature of Principal: _____ Date _____

Signature of Director if applicable: _____ Date _____
(EL/Special Ed/Community Ed)

Code to be used: _____ *(To be completed by Director)*

Approved Denied

Date

Director of Teaching and Learning

Reason for denial: _____

Next steps if approved:

- Reserve a substitute, if needed
- Teaching and Learning will register staff so no personal charges are incurred
- Follow the procedures for Conference Reimbursements, if applicable