

ESCNJ Professional Day Request

Please Note: In order to be included in the next Board Agenda for approval, PD requests must be submitted six weeks prior to [BOE meeting](#).

Complete all required fields and save when complete. To finalize your PD Request, please create an absence through Frontline that should include the following items:

1. Include in the Frontline "Notes to Administrator" section the title of the PD event and the requested ESCNJ funded dollar amount (enter \$0 if none).
2. Upload the workshop flyer and this request form in the Frontline "File Attachment" section.

Employee Name:

Program/School:

Position:

PD Date(s) include from to:

Workshop Title or Purpose of Professional Day:

How will you apply this PD to your current work?

How will this PD support you in attaining your PDP goals?

Identify [NJ Standard\(s\)](#) for Professional Development:

Professional Day Expenses

If cost to the Board, will the PD provider accept an ESCNJ Purchase Order? **YES** or **NO**

Registration/Expense:

Travel allowance requested:

Total cost to ESCNJ:

Total cost to be paid by employee:

Principal/Supervisor Signature: _____

I reviewed for alignment to district goals & competition and approve this request.