



**Lakewood School District  
Request for Professional Development Funds  
Building**

Do you need funding for a professional development opportunity you wish to attend?  
Applications for funds should be made well in advance of trainings.

1. Read the back side of this form's "Acceptance Guidelines"
2. Fill out the application and include:
  - a. Informational flyer or brochure for the training
  - b. Registration form for the training showing the expected cost(s)
3. Please put all completed paperwork in the building rep's mailbox. If you have any questions, please ask any of the PD committee members in your building.
4. If approved, don't forget to log-in to AESOP/Frontline and line up your substitute, if you need one.

Name of Applicant: \_\_\_\_\_

Name of Training: \_\_\_\_\_

Location of Training: \_\_\_\_\_ Date(s) of Training: \_\_\_\_\_

How will the training help you in your teaching assignment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the training benefit other staff? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Estimated Costs:</b> Registration: _____ Substitute: _____ Lodging/Travel: _____  <b>Total Cost:</b> _____	<b>Code to:</b> _____ _____ _____	<b>Source:</b> <input type="checkbox"/> LEA <input type="checkbox"/> Bldg. <input type="checkbox"/> Grant <input type="checkbox"/> LEA <input type="checkbox"/> Bldg. <input type="checkbox"/> Grant <input type="checkbox"/> LEA <input type="checkbox"/> Bldg. <input type="checkbox"/> Grant
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**Acceptance Guidelines:**

- Priority is given to applicants on a first come, first served basis.
- One application per semester per person will be approved, as long as the applicant meets all other requirements and as long as money is still available from this budget.
- Some applications may be funded through the building’s budget or a grant instead of the LEA professional development budget.
- At the time of application, the content of the course/conference/training being considered must meet at least one of the following:
  - a. It is consistent with a building’s School Improvement Plan (SIP).
  - b. It pertains to the individual’s current assignment or expected assignment for the following school year.
- These funds are not intended to cover National Board fees.

**Professional Development Committee Use Only**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Substitute Teacher (circle choice): Yes / No

Approval Signatures:

\_\_\_\_\_  
PD Committee Member

\_\_\_\_\_  
PD Committee Member

\_\_\_\_\_  
PD Committee Member

\_\_\_\_\_  
PD Committee Member

\_\_\_\_\_  
Principal