

**Hazelwood School District
Professional Development Request Form
2025 – 2026 School Year**

Name: _____ **Date:** _____

School: _____ **Position:** _____

Description of Educator Learning:

Total Amount Requested: _____ **Account Code:** _____

Date(s) of Conference/Workshop:

Date(s) of Travel:

Travel Itemization	Allotment	Total Cost
Airfare		
Daily Expenses	\$60.00 per day	
Registration		
Mileage (to and from)	\$0.725 per mile	
Transportation		
Lodging		
Rental Car		

How does proposed workshop/conference specifically relate to District Accountability Plan?
(Goal & Strategy): _____

How does proposed workshop/conference specifically relate to School Accountability Plan?
(Goal & Strategy)? _____

How does proposed workshop/conference relate to your Professional Growth Plan?

How will proposed workshop/conference improve student learning? _____

How does proposed workshop/conference specifically relate to District and/or Building Professional Development Plan?

Building PD Funds Approved: Yes No

Submit to DPDC If not approved or if forwarding to DPDC, reason:

BPDC Representative Signature:

Principal Approval for Absence on Contractual Day: Yes No

If not approved, state reason: _____

Principal/Supervisor Signature:

DPDC Approved: Yes No

If not approved, state reason: _____

DPDC Signature:

How does the proposed workshop/conference specifically relate to your career & technical education program? _____

Perkins Approved: Yes No If not approved, state reason:

Special Area Curriculum Coordinator Signature: _____