

Professional Development Request Form

USER INSTRUCTIONS:

Form Purpose: Use this form to request approval for professional development plan.

How to Complete this Form: Fill out this form on-line, or print this form and complete it by hand.

How to Submit this Form: Submit a hard copy of this form to the principal.

Deadline: This form must be received and approved 2 weeks prior to conference date.

Additional Information:

1. Applicant must provide a certificate of completion and/or a record of participation.
2. Applicant will present acquired information to pertinent members of the faculty.

EMPLOYEE INFORMATION:

NAME:

GRADE:

DATE:

PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of Activity:

Activity is:

Local

State

National

Date:

Location (City/State):

EXPLANATION OF THE PROGRAM AND ITS APPLICATION:

(How will this professional development impact student achievement?)

PROJECTED EXPENDITURES:

Registration Fee: \$ _____

Lodging: \$ _____

Transportation: \$ _____

Other (please specify): \$ _____

APPROVAL PROCESS:

Principal Signature:

_____ Date _____

Approve

Deny

Professional Development Team Signatures:

_____ Date _____

Approve

Deny

_____ Date _____

Approve

Deny

_____ Date _____

Approve

Deny

_____ Date _____

Approve

Deny