

PROFESSIONAL DEVELOPMENT REQUEST FORM

Program Title: _____ **Date(s):** _____

Presenter: _____ **Location:** _____

Participant's Name: _____ **Position:** _____

It is helpful to focus on what you want to learn before attending any seminar/workshop or presentation. Focusing helps you prepare for learning and prepares a way to evaluate the experience when it is concluded.

Please respond to the following:

1. What do you expect to learn at this conference session/workshop?

2. How does this experience fit into your curricular area?

Anticipated Expenses:

Registration:	\$ _____	
Meals:	\$ _____	
Lodging:	\$ _____	
Travel: (Miles @ \$.555)		
(Applicant must use school car if available)	\$ _____	School Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Other <input type="checkbox"/>
Airfare:	\$ _____	
Other:	\$ _____	
TOTAL:	\$ _____	

Approval Process:

Principal's Signature: _____ Approval/Disapproval (Circle) Date: _____

Reason for approving request: _____

Reason for denying request: _____

PD Director's Signature: _____ Approval/Disapproval (Circle) Date: _____

Fund: _____ PO# _____

PROFESSIONAL DEVELOPMENT APPLICATION PROCESS

1. Complete *Professional Development Request*
2. Submit form (including conference/workshop description/brochure/flyers as required) to Building Principal for approval.
3. If the request is approved by the Principal, submit all required forms and appropriate conference/workshop description/brochures/flyers to the office of the Professional Development Director.
4. The following are usually the forms and support materials that should be submitted:
 - a. Completed *Professional Development Request* form and related support materials
 - b. Completed *Purchase Order(s)* as necessary (including registration, lodging, etc.)
 - c. Completed *Staff Absence* form (if during school hours)
 - d. Completed *Transportation Request* for use of school car
 - e. Submit a. through d. to the office of the Principal
 - f. Coordinate with the Principal any additional, necessary arrangements (travel, lodging, meals, etc.)
 - g. Principal will submit all forms to the PD Director
5. Following the Professional Development experience, please submit the following to the central administration office.
 - a. All *reimbursement* forms for approved personal expenditures
 - b. *Seminar/Presentation Evaluation* form

SEMINAR/PRESENTATION EVALUATION

Name: _____ Dates(s) Attended: _____

Present Assignment/Position: _____

Title of Presentation/Workshop: _____

Location of Presentation/Workshop: _____

Was this a school visitation? _____ Yes _____ No

Facilitator(s): _____

1. Should other teachers become familiar with this information? Why or why not?

2. How could this information be shared with colleagues?

_____ 1 hour presentation

_____ 1/2 day workshop

_____ Full day session

_____ Other Method of Sharing Information - Please describe: _____

****Please provide a copy of this evaluation for your principal and the professional development director.**