

Process for PD Request:

1. Complete this form, purchase order and van request
2. Submit completed forms to the PD President or Vice President for approval.
3. PD committee will vote on request and submit approved submittals to Building Principal and Sup.
4. Upon approval, submit leave requests with secretaries and register for the event.

OFFICIAL REQUEST FOR PROFESSIONAL DEVELOPMENT EXPENSES

NAME: _____ TODAY'S DATE: _____

TRAINING: _____ TRAINING DATE AND LOCATION _____

REGISTRATION COST: _____ LODGING COST: _____

SUB NEEDED? YES NO IF YES: HOW MANY DAYS (\$120.00 per day) _____

MILES TO EVENT _____ (IF AVAILABLE, SCHOOL VAN MUST BE USED- IF NOT- # Miles X \$.625) If you choose to drive your own vehicle and a van is available you will not be reimbursed for mileage.

Summer PD Payment- Does this event take place during the summer Yes No Full Day (\$100) Half Day (\$50) Career Ladder?:- Yes No

TOTAL COST: _____ TEACHERS SIGNATURE: _____

Circle each CSIP strategy this PD activity meets.

1. Promote, facilitate, and enhance parent, student, and community communication in the district by increasing to 85% participation as measured by various surveys including parent, student, staff, and community by May 2025.
2. 100% of students will be college and career ready by their projected graduation date through the current use of student Individual Career and Academic Plans (ICAP).
3. By the fall of 2025, 100% of all certified staff will be considered 'highly qualified' DESE certification standards
4. The district will provide and maintain safe and secure facilities
5. Effective Teaching and Learning- Math and ELA

PD CHAIR: _____

BUILDING ADMIN: _____

Appropriate Funding:

PDC _____ TITLE _____ SPED _____

FUND 1 _____ OTHER:(Admin/guidance, etc.) _____

APPROVED- YES NO