

Request for Professional Development

Thank you for your desire to be a continuous learner. Please complete this form one (1) month prior to attending a PD workshop/conference and return to your site principal for approval. After it is approved, submit a copy to the Professional Development Committee, which meets the last Tuesday of each month. You may give it to the representative at your site or send to Dr. Haney. Your request will be presented to the PD committee and you will be notified regarding the committee's decision. Approval by PD Committee must be at least three (3) weeks prior to attending PD. We cannot guarantee district payment **after** the event.

Name: _____ **Date:** _____

Site: _____ **Position:** _____

Please submit to your principal for approval and then to the professional development (PD) committee. The guidelines for **this request** include:

- PD may not exceed \$150.00 per person.
- PD must align with your current or future position.
- PD must be approved by both your site principal and the PD Committee before attending, and effort is made to meet the early registration date if one is given.

Name of Vendor: _____
(Invoice must be attached)

Please check area of professional learning opportunity:

- Math
- Reading
- Classroom Management
- STEAM (Science, Technology, Engineering, Arts, Math)
- Leadership

How will this learning experience support your professional learning path?

Principal's Signature (indicates approval)

Date

Educator's Signature

Date

PD committee: Approve Not Approve

Date: _____