

# 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