

# Professional Development/School Business Request

## To be filled out by Staff Member

Teacher: \_\_\_\_\_ Grade Level/s: \_\_\_\_\_

### Request for Funds:

Name of Workshop/Inservice/Seminar: \_\_\_\_\_

Purpose: \_\_\_\_\_

Conference Fees: \_\_\_\_\_

Other Costs (explain): \_\_\_\_\_

Location: \_\_\_\_\_

Date/s: \_\_\_\_\_ Time: \_\_\_\_\_

Core Area addressed:   None \_\_   English/Language Arts \_\_   Science \_\_  
                                  Math \_\_   Social Studies \_\_

Activity area addressed (check all that apply) : Standards/Benchmarks \_\_  
                                  Curriculum Alignment \_\_   Testing \_\_   Accreditation \_\_  
                                  SIP Goals \_\_   Content Mastery \_\_   Classroom Mngmt \_\_  
                                  Classroom Instruction \_\_   Technology \_\_

Do you need a substitute?   yes   no   Number of days: \_\_ (half day/s) \_\_ (full day/s)

Date substitute request submitted: \_\_\_\_\_

School Business or Professional Development \_\_\_\_\_

Method of Registration:   Online   Fax   Mail

Date Registration Completed: \_\_\_\_\_

Professional Development Hours Available: \_\_\_\_\_

**Attach your conference application and/or additional information to this sheet.**

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## To be filled out by Principal/Supervisor

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

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## To be completed by Curriculum Director

### Source of Funds for Scheduled PD:

Title II Funds           \_\_\_\_\_

ISD Reimbursed       \_\_\_\_\_

General Fund Allocation   \_\_\_\_\_

### Cost/Source of Funds for Substitutes:

Title II Funds           \_\_\_\_\_

ISD Reimbursed       \_\_\_\_\_

General Fund Allocation   \_\_\_\_\_

Signature: \_\_\_\_\_

# Directions: To Apply for Professional Development Funds

1. Professional Development Request and General Fund Requisition Forms are available in your building's office.
2. Complete the Professional Development Request at least **TWO WEEKS** prior to date of payment deadline.
3. Fill out a General Fund Requisition. Attach the conference schedule or workshop information. Make a copy for yourself.
4. Send both Professional Development Request and General Fund Requisition when completed along with attached information to your building principal to be approved.
5. It is your responsibility to arrange for a substitute if needed.
6. Remember to use the correct sub system absence reason:  
3 = Conference (workshops, inservice, PD, etc...) and 13 = School Business (field trips, student activities, community meetings, meetings in-house for activities that are NOT professional development and where no CEUs are earned such as curriculum council and departmental meetings, etc...)
7. Building principals will send the Professional Development Request and General Fund Requisition to the business office who will document the source of funding for your PD.
8. The business office will issue a P.O. and **send the payment**. Registration is your responsibility.

## Additional Notes:

- Each Staff member must maintain his/her own PD record and provide the building principal with the Reporting of Professional Development by Category prior to the two submission dates.
- By law, the Superintendent's Secretary must enter all Professional Development information in the Registry of Educational Personnel (REP) database.
- Building and District School Improvement Plans determine PD priorities.