



# District-Directed Professional Development Form

The District frequently provides professional development opportunities for professional staff whether it be on site, at CESA or workshops around the state. If a teacher is asked by the district to attend one of these professional development events outside of the district, the District will pay for the event (substitute, registration, mileage, etc).

Employees who have been asked by the District to participate in the specific professional development event and agree to attend, are asked to complete this form prior to participating in the event. Typically, the following occurs:

- Administration contacts employee, providing information about the event, to determine interest.
- Employee or administrator completes this form.
- After obtaining signatures at the building level, form is submitted to District Office.
- Employee contacts building secretary to obtain substitute and vehicle (as necessary).
- Upon return from the event, employee meets with building administrator to discuss

Employee Name: \_\_\_\_\_

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

Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

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

Type of Event:  Conference  Workshop  Meeting  Other (list)

Substitute Needed:  Yes  No

District Transportation:  Yes  No (Approval needed)

**Don't forget to attach documentation of the event (i.e. flyer, agenda, sessions etc).**

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**Building Principal or District Administrator completes the bottom portion:**

Check appropriate funding source (if known):

- Prof. Dev. Budget
- Title I Budget
- IDEA Budget
- Other (list)

PERSONAL VEHICLE MILEAGE APPROVED:  Yes  No

APPROVAL GRANTED: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL DENIED: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Original:  District Office (needed for accounting purposes)

Copies:  Building Principal  Employee