



Professional Development Leave Request Form

Professional leave may be granted that allows a teacher to attend a one day professional meeting, conference, or convention relevant to their teaching assignment, and/or other assignment, for the purpose of improvement. Professional Development requests must be approved by both the building principal and administrator and must be made at least ten (10) days prior to the meeting date. The district administrator may grant additional paid or unpaid professional day(s). Key components include:

- Reimbursement up to \$200.00 will include, but is not limited to: registration fees, food, and lodging.
- Additional reimbursement for mileage, not to exceed \$50.00, will be paid for use of a personal vehicle if approved by the Administrator, typically only if the District is unable to provide transportation.
- A Reflection & Reimbursement form must be submitted upon completion of the activity.

➔ *Reimbursement will occur only after employee submits the "Professional Development Reimbursement & Reflection Form" and receipts (if applicable).*

EMPLOYEE NAME: _____

DATE of REQUEST: _____

TITLE OF EVENT: _____

TYPE OF EVENT: _____ Conference _____ Workshop _____ Meeting

LOCATION: _____ DATE(S): _____

SUBSTITUTE NEEDED: _____ Yes* _____ No

** Upon receipt of approved leave, notify your principal about arranging a substitute as needed.*

DISTRICT TRANSPORTATION: _____ Yes _____ No (Approval needed)

FUNDING ACCOUNT NUMBER (if applicable): _____

REGISTRATION FEE: \$ _____

LODGING (Estimated): \$ _____

FOOD (Estimated Total): \$ _____

TOTAL (Estimated): \$ _____

Check appropriate budget (if known):
___ Prof. Dev. Budget
___ Title I Budget
___ IDEA Budget

Respond to the questions on the back of this request form. Request MUST include documentation of the event (i.e. flyer, agenda, sessions etc).

PERSONAL VEHICLE MILEAGE APPROVED: _____ Yes _____ No

APPROVAL GRANTED (Principal): _____ Date: _____

APPROVAL GRANTED (District Administrator): _____ Date: _____

APPROVAL DENIED: _____ Date: _____

Reason: _____

Professional Development Leave Request Form

Employee Name: _____

1) How will this event meet your curriculum and instructional needs?

2) How will this event impact student achievement?



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

Original: ____ District Office

Copies: ____ Building Principal ____ Employee

Professional Development Reimbursement & Reflection Form



***** EMPLOYEE SUBMITS UPON COMPLETION OF EVENT *****

As per the requirements for Professional Development leave approval and prior to reimbursement, a Reflection & Reimbursement form must be completed upon completion of the activity.

EMPLOYEE NAME: _____

TITLE OF EVENT: _____ DATE OF EVENT: _____

COST OF EVENT:

Item	Estimated Cost	Actual Cost*
Registration Fee		
Lodging		
Food		
Mileage		
TOTAL COST		

*Attach receipts.

Respond to the following questions:

Now that you have completed this event, how has the information helped you grow as an educator?

How will you apply what you learned to improve student achievement?

How will you share this information with staff? Are you willing to do a presentation?



Reflection/Response: Approved Denied

Comments:

Principal's Signature: _____ Date: _____