

# Request for Professional Development

Name \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

Position \_\_\_\_\_

## Guidelines

- The cost may not exceed \$150 per person.
- The event must align with the educator's current or future position. (Please attach flyer.)
- Attendee will endeavor to request in a timely manner so the district can take advantage of any early registration pricing.
- The request must be submitted to the site principal for approval, then the Professional Development Committee for approval before attending.

## Event Information

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

Location \_\_\_\_\_

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

Cost \_\_\_\_\_

Substitute Needed? \_\_\_\_\_

Early Registration Deadline \_\_\_\_\_

Registration Deadline \_\_\_\_\_

Payment Address \_\_\_\_\_

Which area of professional learning does this opportunity support?

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

How will this learning experience support your professional learning path?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Educator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature (indicates approval)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professional Development Committee Signature

\_\_\_\_\_  
Date