

Crystal City School District
Request for Professional Development

Teacher: _____

Grade/Subject: _____

Today's Date: _____

Guidelines for Request:

- Any information obtained from the professional development will be shared upon request
- Conference evaluation form (Appendix L in handbook) will be submitted to PDC afterwards
- Any reimbursements for expenditures will be submitted one week prior to a School Board meeting
- PD request approval is based on Professional Development goals and attendance/expenses of previous requests

PD Request Information:

Did you make a PD request last year? Yes _____ No _____

If yes, what dollar amount was funded? _____

Have you made other PD requests this year? Yes _____ No _____

If yes, what dollar amount was funded? _____

Name of conference you plan to attend/book or resource/other PD event:

Location of Conference: _____

Date(s) _____

Standards and/or Professional Development Goal(s) that will be met (pgs: 2-3 of handbook)
_____**Expenses:**

Registration Fee or Book/Resource cost \$ _____

Substitute # of days _____ x \$81.00 a day \$ _____

Will the PD take place on a non-contracted day? Yes or No

If yes, how many hours will be used for PD? _____ hours

Lodging (name of hotel and amount): _____ \$

Mileage (driver only) # of miles _____ x \$ 0.48/miles \$ _____

Total Amount Requested \$ _____

Date Request Approved: _____ Amount Approved: _____

Date Request Denied: _____ P.O. #: _____

-----School Use Only-----

PDC \$ _____ CSPD \$ _____ Title I \$ _____

Title II \$ _____ Drug Free \$ _____ Other \$ _____