

**Professional Leave Request – Form A
Staff Development**

If registration fee is required for the conference, a Requisition Number should be included with this form.
Please note on the Requisition if registration must be prepaid.

DATE OF REQUEST _____

 NAME _____ SCHOOL/BUILDING _____ DEPT/GRADE LEVEL _____
ONLY ONE NAME PER FORM

 SUBSTITUTE WILL BE REQUIRED FOR _____ DAY(S) IF HALF DAY, CHECK ONE AM PM

NAME OF MEETING _____

LOCATION OF MEETING _____

DATE(S) OF MEETING _____

MODE OF TRAVEL _____

	ESTIMATED COST	PRINCIPAL OR ADMINISTRATOR OF FUND MUST SUPPLY ACCOUNT NUMBER		
REGISTRATION FEES				
LODGING				
TRANSPORTATION				
MEALS				
OTHER				
SUBSTITUTE				
TOTAL COST	\$ 0.00	<input type="checkbox"/> Building Day	<input type="checkbox"/> Curriculum Day	<input type="checkbox"/> Grant Day

REQUISITION NUMBER	PURCHASE ORDER

 PLF Received _____
 To Building _____

How does this opportunity impact or address:

Corporation/Board Goals _____

School/PBA Goals _____

Individual Goals _____

SIGNATURE _____

APPROVED _____

PRINCIPAL

CENTRAL OFFICE

Please complete the back of this form upon returning from this meeting.
To receive reimbursement: Mileage must be reported on a Mileage Claim form. All other expenses must be reported on an Accounts Payable Voucher with receipts attached. This information should be returned within one week of the end of the conference.

Professional Staff Development One Week Follow-up – Form A

ONE WEEK FOLLOWING YOUR RETURN TO SCHOOL, THIS FORM MUST BE COMPLETED AND RETURNED TO THE ASSISTANT SUPERINTENDENT ALONG WITH ANY CLAIMS FOR REIMBURSEMENT AND/OR MILEAGE CLAIMS. YOU SHOULD ALSO MAKE ARRANGEMENTS TO REPORT TO YOUR DEPARTMENT OR GRADE LEVEL CHAIRPERSON.

Please complete Section A, B or C.

SECTION A

- The purpose of this Professional Development day is outside the scope of follow-up training (i.e., field trip, ECA clinic).

SECTION B

1. The most interesting, informative, or helpful item I learned:

2. Explain how you believe this information could be helpful to others:

Part of the intent of this form is to help if you choose to implement elements of the conference/training you attended. If implementation is intended, information is needed in order to assist you in this endeavor. What do you need in order to implement these ideas?

In order to implement the ideas presented, I need...

- more information; please help me find an article/book.
- someone to watch me do a lesson; please find me a peer/coach.
- to observe someone who has had training in this; please find me a classroom to visit.
- support materials/resources (list):

1. _____
2. _____
3. _____

- a Professional Development day to develop my ideas/plans further.
- to participate in a book study with other interested teachers.
- Other (list) _____

SECTION C

- This conference did not meet my needs/expectations; therefore, implementation is not recommended.

Teacher Initials _____

Principal Initials _____