

CRAWFORD AUSABLE SCHOOL DISTRICT

Professional Development

Request Form

DIRECTIONS:

1. Advanced notification is required. Authorization must be granted prior to Professional Development Request Form.
2. Staff member requesting leave must submit completed form to immediate supervisor/principal.

SECTION I:

Name _____

School / Department: _____

SECTION II:

How does this support my professional development plan? _____

SECTION III: Check one:

In-District Event Out-of-District Event Is reimbursement being requested? Yes No

(If reimbursement is being requested, please attach mileage and expense sheet with itemized receipts.)

Destination _____

Name of Conference/In-service/Project _____

Dates(s)/Duration of Leave _____

Sub Needed OR No Sub Needed

Type of Professional Development (Check One):

<input type="checkbox"/> School Improvement Plan	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Workshops or Conferences	<input type="checkbox"/> Coursework	<input type="checkbox"/> Highly Qualified Status
Participation in professional development that directly links the professional's learning needs to the needs of the students he/she teaches and the School Improvement Plan.	Participation in professional development supporting the induction and mentoring of the novice teacher.	Professional growth experience sponsored or provided by the local district, the Intermediate School District, higher education institutions, regional math/science centers, professional organizations, etc.	Participation in coursework taken for credit at an institution of higher education.	Participation in professional development specifically for the purpose of attaining Highly Qualified Status.
Hrs.	Hrs.	Hrs.	Hrs.	Hrs.

Estimated Expenses: \$ _____ Account # (Office Use Only) _____

Any Pertinent Data: _____

SECTION IV Signatures:

Signature of Teacher _____ Date Submitted _____

Signature of Principal/Supervisor _____

Sub Needed OR No Sub Needed

White Copy - Central Office
 Yellow Copy - Principal
 Pink Copy - Employee