Administrative / Director of Learning
Professional Development Request Form
2013-2014 School Year

Content Area:__________________________________________________________

High School _____  Middle School ____  Elementary School ____

Summer (2013) _______  1st Semester _____  2nd Semester _____

Person making request: __________________________ Date: __________________________

Purpose for the professional development:

☐ New curriculum / resource
☐ Updates on targets / assessments
☐ Goals/Action Plans: Title ___________________________________________________
☐ Other

Further information: __________________________________________________________________________________________

Date(s) for the professional development: ________________ No. of total hours: ______

Proposed Location: ______________________________________________________________

Room rental costs: __________________________

Fees (if applicable) for the presenter(s): __________________________

Substitute approximate costs (include benefits): __________________________

Teacher curriculum rate pay (if applicable?) (include benefits):

Incidental costs (water, etc.): __________________________

Copying /clerical expenses and expectations for clerical support (binders, copying costs, etc.):

Technology needs during professional development activities:

Budget(s) covering ALL costs: __________________________

Due March 1, 2013