



SPRINGBORO COMMUNITY CITY SCHOOL DISTRICT



PROFESSIONAL DEVELOPMENT REQUEST

Employee Name: \_\_\_\_\_ Building: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
PD Title: \_\_\_\_\_ PD Date: \_\_\_\_\_ PD Location: \_\_\_\_\_
Area PD Impacts: Curriculum [ ] Athletics [ ] Other [ ]

Is a substitute needed? \_\_\_ Yes or No \_\_\_

Brief summary of the expected content of the workshop.
\_\_\_\_\_
\_\_\_\_\_

How will you implement what you expect to learn? Be specific.
\_\_\_\_\_
\_\_\_\_\_

How will you share the information with your colleagues upon your return? Be specific.
\_\_\_\_\_
\_\_\_\_\_

How does this support the district / building goals and the current standards?
\_\_\_\_\_
\_\_\_\_\_

How does this support your IPDP?
\_\_\_\_\_
\_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_ SUPERVISOR APPROVAL \_\_\_\_\_ Date \_\_\_\_\_ CENTRAL OFFICE APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

PROFESSIONAL DEVELOPMENT COST APPROVAL

Supporting data (itemized hotel bills, itemized meal receipts, etc.) must be signed, dated, and attached. Gratuities not imposed by the restaurant will not be reimbursed. Taxes will not be reimbursed. Allowable costs for Professional Development are spelled out in section 14.08 of the SEA contract. Non SEA members PD must be approved by the Superintendent or his designee. Fill in shaded areas for "Estimate" and "Budget Account Code." Budget account codes MUST be listed for each expense before approval will be granted for Professional Development Request. Fill in "Actual" column after the PD is completed and submit with supporting data.

Options for Budget Account Codes are: 001 - Building/Curriculum Budget - approved by Building Administrator and Andrea Cook; 516 - Special Education - approved by Sara Gerstner; 590 - Federal Funds/Improving Teacher Quality - approved by Andrea Cook.

Table with 5 columns: Private, Budget Account Code, Estimate, Actual. Rows include Transportation, Lodging, Meals, Registration, Substitute Cost, Miscellaneous, and TOTAL.

SUPERVISOR APPROVAL TO REIMBURSE \_\_\_\_\_ Date \_\_\_\_\_

