



Plaquemines Parish School Board

PROFESSIONAL DEVELOPMENT REQUEST FORM

WORKSHOP/CONFERENCE TITLE:		DATE(S)
PRESENTER:		LOCATION:
PARTICIPANT'S NAME:	POSITION:	SCHOOL

I understand that upon the completion of this workshop/conference, I will be required to re-deliver what I learned.

Please respond to the following:

1. How does this conference meet requirements set forth in your school's SIP or the district SIP?

2. What do you expect to learn at this conference session/workshop?

3. How does this experience fit into my curricular area

4. How will this experience benefit students and/or enhance your teaching?

I (will, will not) claim expense reimbursement.

Anticipated Expenses:	Amount	Eligible For Reimbursement
Registration		
Meals		
Lodging		
Travel: (IRS mileage rate)		
Airfare		
Other		
Total		

(Based on school board policy, receipts, and/ prior approval)

APPROVAL PROCESS:

Supervisor/Principal's Signature	Approval	Disapproval	Date:
Reason for Denying Request			
Director of C&I (Kenny Petkovich/Pam Munsterman):	Approval	Disapproval	Date:
Reason for Denying Request			



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PROFESSIONAL DEVELOPMENT EVALUATION

WORKSHOP/CONFERENCE TITLE:		DATE(S)
PRESENTER:		LOCATION:
PARTICIPANT'S NAME:	POSITION:	SCHOOL

1. The professional development opportunity was beneficial: Check One - Excellent ___4 ___3 ___2 ___1 Poor
2. This professional development opportunity provided information about techniques that I will use:
 Check One - Immediately ___4 ___3 ___2 ___1 Rarely
 Explain:

3. What implications does this information/knowledge have for your school? Explain:

4. In your own words, reflect on how your students or the district as a whole will benefit or improve:

This MUST be completed IMMEDIATELY following professional development activity. Copy to be sent within three days of returning from Professional Development activity to Director of Curriculum & Instruction (Kenny Petkovich/Pam Munsterman) .

How did you share what you learned at the above professional activity?

- A. ___ in department meeting (___ at building or ___ for district)
- B. ___ in grade level meeting (___ at building or ___ for district)
- C. Other _____

On what date did you share the information? _____

How many attended _____ *(Must attach sign-in sheet and agenda)*

Signature of Attendee: _____ **Date:** _____