Professional Development

I, ________________________________, request approval of Professional Development Reimbursement in the amount of $ _____________ for the ________ to ________ school year. I will be attending education meetings, conferences, workshops, or observations at __________________________________________________________________________________________.

This will enhance my classroom instruction in the following ways:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

1. Approval by your administrator is required before registration.

2. After approval and prior to event, submit this form to the personnel office.

3. After completion of the course, provide the personnel office a copy of your receipt(s) (canceled check, credit card statement, etc.), for conference fees, meals (at the District rate), lodging and transportation. Reimbursement will take approximately two weeks after receipt of these documents.

Submitted by ________________________________ Date ________________________________

Administrative Approval ________________________________ Date ________________________________

FOR DISTRICT OFFICE USE ONLY

Date Received: ___________ Amount of Reimbursement: ___________
Transcripts Received: ___________________
Receipts Received: ___________________
Approved: ___________________
Date Approved: ___________________

Rev. 10/2016 ---PHOTOCOPY ON YELLOW PAPER---