

Professional Development Activity Approval Form

Courses – Workshops - Conferences

Name: _____

Date: _____

Title and Description of Activity:

Provider / Institution: _____

Date(s) of Activity:

Graduate (or other) Credits: _____

<i>For teacher use</i>	<i>For administrator use</i>		
	Requested	Amount Pre-approved	Approved by:
Tuition or Workshop Fee	\$	\$	
Credit Cost <i>(if separate from above)</i>	\$	\$	
Other	\$	\$	

I am requesting professional leave on:

Yes No

- Please prepay the approved tuition or fee.*
 - Please prepare a Purchase Order for these fees.*
- Please make Purchase Order, Tuition or Workshop Fee payable to:

and send it to this address:

- I am requesting reimbursement for fees I have already paid (receipt required):

To WWSU Business Office:

Please pay Tuition or Fee amounting to:

\$

Please pay the expenses amounting to:

\$

Approved by:

Date:

* If I drop or fail a course for which funds have already been committed or paid, I will reimburse the Board the full amount disbursed by the end of the contract year (June 30).

Teacher signature: _____

Request for Reimbursement of Workshop Expenses

The amount of school funds available to support professional development will always be limited, so it is unlikely that all requests can be granted. If you're requesting travel expenses in connection with a Course or Workshop Approval, please respond to the following questions and include with your request. Note that *except in the case of required or requested activities*, approval decisions will be made in two parts: approval of the workshop or course expense and approval of travel expense.

In deciding whether to provide travel support, the Building Administrator will consider and respond to the following:

Criterion	Teacher's Response
<p><i>Required or Requested?</i></p> <p>Was this activity required by the Building Administrator or the Superintendent? Did the BA or the Superintendent request the teacher to attend the activity?</p>	
<p><i>Relevance to the Needs of the School?</i></p> <p>To what extent will the activity address current or anticipated educational needs of the institution? How will the school benefit from the participation?</p>	
<p><i>Previous Support:</i></p> <p>How many times in the past has the teacher had the opportunity to pursue this kind of activity? Has the school paid expenses for teacher for similar trips?</p>	
<p><i>Uniqueness:</i></p> <p>How unique is this opportunity? For example, if the annual convention is in San Francisco this year, will it be in Boston next year?</p>	
<p><i>Alternative Funding?</i></p> <p>Does the teacher have other means of funding the trip? For example, a grant?</p>	

Travel Expenses Requested:

- Travel: (estimated fare or mileage)
- Lodging (estimated cost)
- Food (list meals) # breakfasts _____ # lunches _____ # dinners _____
- Other:

Teacher's Name: _____