

Professional Development Request and Forms:

1. Send an initial email to Darren Elwell, Director of Curriculum, with a brief description of professional development request.

2. Fill out Professional Development Request Form (found on website).

Instructions for completing Professional Development Request Form:

- All lines must be completed on the form
- If conference more than one day, please list all dates on one form
- Mapquest must be attached if seeking travel reimbursement
- If there is no cost for registration or not seeking travel reimbursement, a dash or 0 must be listed on the line
- If seeking travel reimbursement and more than one individual is attending a conference, carpooling shall be done in order to maximize resources. If decision is made by individual not to carpool then the reimbursement will be split between the individuals

3. Obtain the necessary building-level approval signature.

4. Submit the completed form to Darren Elwell, Director of Curriculum.

5. After Director of Curriculum has approved the PD Form , the PD Form and purchase order will be scanned to secretaries and individuals at each building.

6. Registering should be done by the individual (**pd form must be approved before registering for the conference**)

After Completion of Professional Day:

- Complete a Bill Form (found on website) for travel and/or registration when vendor does not accept purchase order
- Attach proof of attendance, payment and Mapquest
- Obtain the necessary building-level approval signature
- Submit Bill Form to Sheila Kenyon, in the business office, **within 30 days of completion of PD day to receive reimbursement**

