

Professional Development Activity Request

Date _____

Activity Request submitted by: _____
(name) (school)

Activity aligns with:
 _____ District CSIP Goal: _____
 _____ Building SIP Goal: _____

Activity Focus Area(s):
 _____ Literacy _____ Curriculum _____ Technology
 _____ At-risk _____ Mathematics _____ Instructional Strategies/Improvement

Funding Source(s): _____ Approved by: (Both the PD rep and principal must sign)
 _____ Building _____ Bldg. PD rep _____
 _____ Department--- Dept. name _____ _____ Bldg principal _____
 _____ Special Projects (District PD funds)

Professional Development Activity Description

List name of activity and briefly describe: _____

Location _____ Date of activity _____

Participant names _____

Substitute Salary
 Substitute costs (\$130 per day w/benefits)
 _____ X _____ X _____ = _____
 # of subs # of days \$130.00 Total

Staff compensation
 Stipend-\$21.50 per hour w/benefits _____

Purchased Services
 Airfare (total \$) _____
 Registration* (Total amount) _____
 Lodging** (Total amount) _____
 Consultant Fee _____

Materials/Supplies _____

Grand Total: _____

Expense Summary:

<u>Cost</u>	<u>Fund</u>
_____	Building funds
_____	Department funds
_____	Special Projects

Required Forms (Must be attached to this request)
 Authorized Leave Form *
 (A separate form must be completed for each participant)
 Time Sheet
 (A separate time sheet must be submitted for each participant)
 Travel Request/Reimbursement Form
 Travel Request/Reimbursement Form * **Please include copy of registration**
 Travel Request/Reimbursement Form** **You will need to make your own hotel reservations.**
 Consultant Form
 Request for Materials and Supplies Form

Activity:
 _____ Approved
 _____ Not approved

Dr. Pam Boatright

Building Name: _____ Activity Date: _____

Please provide a brief description of your building activity including your plan for sharing. _____

Criteria for High-Quality Professional Development

**Mark all that apply to the activity described above.*

Part I: High-quality professional development:

- actively engages teachers, over time.
- is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level.
- is directly linked to district and building school improvement plans.
- is developed with extensive participation of teachers, parents, principals, and other administrators.
[*Parent participation may be at the CSIP level]
- provides time and other resources for learning, practice, and follow-up.
- is supported by district and building leadership.
- provides teachers with the opportunity to give the district feedback on the effectiveness of participation in this professional development activity

Part II: Some types of activities that might be considered high-quality professional development if they meet the above requirements are:

- study groups.
- grade-level collaboration and work.
- content-area collaboration and work.
- specialization-area collaboration and work.
- action research and sharing of findings.
- modeling.
- peer coaching.
- vertical teaming.
- other _____

Part III: Topics for high-quality professional development may include:

- content knowledge related to standards and classroom instruction.
- instructional strategies related to content being taught in the classroom.
- improving classroom management skills.
- a combination of content knowledge and content-specific teaching skills.
- the integration of academic and vocational education.
- research-based instructional strategies.
- strategies to assist teachers in providing instruction to children with limited English proficiency to improve their language and academic skills.
- strategies to assist teachers in creating and using classroom assessments.
- instruction in the use of data to inform classroom practice.
- instruction in methods of teaching children with special needs.
- instruction in linking secondary and post-secondary education.
- involving families and other stakeholders in improving the learning of all students.
- strategies for integrating technology into instruction.
- research and strategies for the education and care of preschool children.
- research and strategies for closing achievement gaps between diverse groups of students.
- other _____

Please make a copy of this completed form for your records.