

**INSTRUCTIONS FOR REQUEST TO ATTEND
PROFESSIONAL DEVELOPMENT PROCEDURES**

Request to Attend Professional Development forms **MUST** be sent to the Board Office **PRIOR (Minimum of 10 days)** to attending any professional development with ALL SECTIONS complete.

Professional Development that includes a series of days/times:

Use one form and list the series of dates under “dates absent from duty.”

Procedures:

- Complete the Request to Attend PD form.
- Ensure that every section is complete.
 - Every form **MUST include** transportation (mileage), parking, lodging, meals and registration fees if applicable for reimbursement.
- **Write N/A** in areas under “Expenses” that do not apply.
- Attach your registration confirmation if you pre-registered for the PD meeting (see registration details below).
- Give the “Request to Attend PD” form to your building principal for signature.
- Send the “Request to Attend PD” form to Director of Academic Services at the Board Office.

When Do I Register for the Professional Development?

You may **pre-register** for a Professional Development meeting before final approval from the Board Office OR you can register **AFTER** you receive your form with all signatures (Principal, Director of Academic Services, and Superintendent).

The **ONLY** time you do not personally register for a Professional Development meeting is if the Director of Academic Services or Director of Pupil Services sets up the meeting and asks you to attend. Under these circumstances, you will receive confirmation that registration has been taken care of for you. **It is still your responsibility to fill out the Request to Attend PD form.**

What if I pre-registered for a meeting and my request is denied?

It is your responsibility to cancel your registration.

What if I have to pre-pay in order to complete registration?

If you need a Purchase Order number to register for Professional Development, you need to complete the Request to Attend form and see your building principal for further instructions.

Administrators:

Before signing Request to Attend PD forms, please check to ensure that all sections are complete. Contact Director of Academic Services for any professional development that is NOT being paid for through building funds.

Registrations requiring pre-payment:

If building funds are being used, your secretary will complete the requisition and contact Accounts Payable Secretary.

If building funds are not being used, contact Director of Academic Services for assistance/instructions.

Woodridge Local School District

REQUEST TO ATTEND PROFESSIONAL MEETING/EXPENSE REPORT

Today's Date _____

Name _____ School _____ Grade _____

Type/Name of Meeting: _____ Location of Meeting _____
 (attach descriptive information)

Date(s) Absent from Duty _____ Date Leaving _____ Date Returning _____
 (indicate AM or PM if half day)

Substitute Needed _____ yes _____ no AM _____ PM _____

<u>EXPENSES</u>	Estimated Cost *Must enter cost or N/A
Transportation by: Automobile ___ mi. @ Current IRS Rate per mile	*
Transportation by *Plane ___ *Train ___ *Bus ___	*
*Parking and/or tolls	*
*Lodging (number of nights _____) (ROOMS TO PROVIDE AT LEAST ONE BED PER PERSON)	*
*Registration Fee (if prepayment is requested attach a separate requisition)	*
*Meals (limited to \$25/day)	*
*Other charges (please list):	*
*Attach Registration Confirmation ___ Registered ___ Needs Registered	*
TOTAL *Receipt required on these items when filing for reimbursement	*

Employee's Signature Date Dept. Chairperson Signature Date Principal's Signature Date

Does this request meet District goals & continuous improvement plan? ___yes ___no

Does this request match your individual Professional Development Plan & Classroom Curriculum?
___yes ___no

Request Approved: ___yes ___no ___ District Request ___ Teacher Request

Director of Academic Services Date ___ *Title I ___ * IIA ___ *VIB ___ *Title IV
***Requires Director Authorization**

Superintendent Date ___ Building Funds ___ Other

**SUBMIT ONE (1) COPY FOR APPROVAL
ONCE APPROVED ATTACH A COPY TO THE REQUISITION(S) FOR REIMBURSEMENT**

- 6/27/02
- 10/02
- 1/1/08
- 7/1/08
- 3/10/10
- 1/1/11
- 3/29/11
- 9/20/11
- 10/16/12
- 1/9/14
- 3/17/15
- 2/24/16
- 1/1/17
- 4/4/18
- 9/11/18
- 10/23/18
- 2/4/19
- 1/1/23