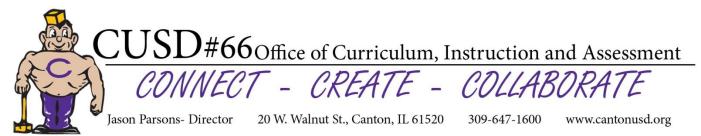
CUSD#660ffice of Curriculum, Instruction and Assess					
CONNECT - CREATE - CO	VLABORATE				
Jason Parsons- Director 20 W. Walnut St., Canton, IL 61520 309-6	647-1600 www.cantonusd.org				
Ductors and Douglowmout Dougot					

## **Professional Development Request**

Faculty M	ember Attending (Plea	se Print):				
Signature:	ature:Date:					
Sub Neede	ed:[]Yes[]No If	yes, date(s) and time n	eeded:			
Name of v	vorkshop/conference	/activity:				
Date(s):		_ Time:	Location:			
Lodging ne	eeded: [ ] Yes [ ] No	If yes, date(s) neede	d:			
wit • The • Upo Off In what ar Dor Dor	h this form. Curriculum Office will re on completion of the wor ice. <b>Tea of your Profession</b> main 1: Planning and F main 3: Instruction	gister you for the worksho kshop/conference, submit al Practice will this wo Preparation Dou Dou	p/conference. a completed Reimbursem orkshop/conference/a main 2: The Classroon main 4: Professional R	n Environment Responsibilities		
School/Di	strict Improvement P	lan, Initiative, Other:_				
Principal's Signature: Administrator Request [ ]		Date:				
	•	attached registrati form with as much		Parsons- District Office. ssible.		
District will	pay: [] registration [	] mileage [] lodging [	] meals [] substitute	2		
Approved b	by Director of Curriculur	n or Superintendent:		Date:		
[] Title I	[] Title IIA	[] Title IVA	[] 21 <sup>st</sup> CCLC	[ ] Early Childhood		
[]R&L	[] Admin Travel	[] PD Travel	[ ] Other:			



## **Guidelines for Professional Development Requests**

## **Consideration for Requests:**

Each employee will be granted **ONE** professional development request for the year. This request must show a relationship between the anticipated learning and the District Improvement Plan, School Improvement Plan, school initiatives, or Professional Practices. It is also expected that employees will return to the district and be willing to share the information they have learned with the rest of the staff.

There are some circumstances in which an employee may be asked or required to attend an **additional** professional development session. The following descriptions define these conditions:

- An employee is required to attend a session based on position requirements such as chairmanship or
  position in an organization, conditions related to funding, updates on legal/program changes or funding of
  position, etc., or
- An employee has been asked by the Administration to attend a session/workshop, or
- An employee will be presenting at a conference, or
- An employee can show proof that such attendance (registration, mileage, and lodging) will be reimbursed by a grant, the State Board of Education, Regional Office of Education or other funding source.

## **Reimbursement for Approved Professional Development Requests:**

Since funds for professional development are limited, it is the desire of the district to provide as many individual opportunities for professional development as possible. Following a modified version of the State Board of Education guidelines for reimbursement will enable us to conserve more money for additional registration, lodging, and mileage fees.

Registration fees, lodging and mileage will be reimbursed. Mileage will continue to be reimbursed from Canton or the employee's home to the site of workshop and return, whichever is the lesser amount. Participants are urged to carpool when possible.

Maximum amounts per meal will be reimbursed at the following rates:

- Breakfast (\$6) if leaving home before 6:00 A.M.
- No lunches will be reimbursed. Exception will be if it is included in registration fee.
- Dinner (\$20) if returning home after 7:00 P.M.

<u>Note: Receipts are required</u>. Participants will be reimbursed based on departure and arrival times noted on the reimbursement request form.