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Canton #66
UNION SCHOOL DISTRICT

**JULIE TARVIN**
*Assistant Superintendent Curriculum, Instruction, & Assessment*
**20 W Walnut St., Canton, IL 61520 • 309.647.9411 • www.cantonusd.org**

# Professional Development Request

**Faculty Member Attending** (Please Print):_____

Signature:_____ Date:_____

Sub Needed: [ ] Yes [ ] No If yes, date(s) and time needed:_____

**Name of workshop/conference/activity**: _____

Date(s):_____ Time:_____ Location:_____

Lodging needed: [ ] Yes [ ] No If yes, date(s) needed:_____

- **Please attach a completed registration form for the workshop/conference, along with a copy of the program.**
- **The Curriculum Office will register you for the workshop/conference.**
- Upon completion of the workshop/conference, submit a completed Reimbursement Request Form to the Curriculum Office.

**Check the goal from the District Improvement Plan that the workshop/conference/activity will address:**

_____ Improve student achievement
_____ Improve RtI
_____ Meet the needs of all students
_____ Improve use of technology

**In what area of your Professional Practice will this workshop/conference/activity improve:**

_____ Domain 1: Planning and Preparation
_____ Domain 2: The Classroom Environment
_____ Domain 3: Instruction
_____ Domain 4: Professional Responsibilities

**School Improvement Plan/Initiative/Other**:_____

**Principal's Signature**: _____ Date:_____
Administrator Request [ ]

**Send completed form with attached registration form to Julie Tarvin- District Office. Please fill out the registration form with as much information as possible.**

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# 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 the 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 ($6.00) if leaving home before 6:00 A.M.
- No lunches will be reimbursed. Exception will be if it is included in the registration fee.
- Dinner ($20.00) if returning home after 7:00 P.M.

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