

Date of application: _____

Professional Development Participation Proposal Form
Pleasant Valley High School

❖ Staff Member(s) Requesting PD: _____

❖ Department/Subject Area: _____

❖ Title of Professional Development: _____ **(attach flyer/ documentation)**

❖ Date(s) and location: _____

❖ Type of Professional Development (check one):

_____ Overnight conference _____ One day workshop _____ Other (please describe below)

❖ Expenses involved (include approximate costs per person for all applicable areas below):

\$ _____ Mileage/Ground Transportation \$ _____ Meals
\$ _____ Registration Fees \$ _____ Airfare
\$ _____ Release Time/Substitute Costs \$ _____ Parking
\$ _____ Hotel

Total approximate cost per person \$ _____
Number of persons X _____
Total approximate cost of PD = \$ _____

❖ If an alternative funding source (other than site Title II) will be used, please list the account and percentage/item(s) it will cover: _____

❖ Rationale for proposal – Please explain how the PD relates to our Viking Learner Outcomes

(Continued on back)

❖ If approved, you will be asked to present what you've learned to others. Please check the venue(s) in which you are willing to do so:

_____ Districtwide meeting(s)

_____ Department meeting(s)

_____ Faculty meeting(s)

_____ Collaborative meeting(s)

_____ Other (please explain) _____

❖ How do you plan to assess the applicability, viability, and effectiveness of this professional development?

Department Chair Signature _____

Administrator Signature _____

_____ Approved

_____ Not approved – contact administrator for explanation

For Office Use Only

Administrator assigned for follow up:

Shepherd

Whittaker

Spaggiari

Holen

Date of scheduled presentation to staff: _____

Location and time of presentation: _____

Intended audience _____

_____ Copy to Principal / Asst. Principal

_____ Copy to Office Manager

_____ Copy to Department Chair

_____ Copy to Applicant(s)