



# Colchester Public Schools

## Professional Development Leave Request

Overview: This form must be used by all staff to request approval to work on curriculum or attend professional development activities.

**Directions:**

1. Complete the form attaching all applicable documentation (i.e. registration confirmation, hotel confirmation, etc.) and submit **via email** to your administrator.
2. The Administrator will approve or deny the request.
3. If approved, the form **must be sent electronically** (submit button on form) to the Director of Teaching and Learning.
4. The Director of Teaching and Learning will approve or deny the request and return the form to the administrator.
5. **Employee is responsible for registering and paying for the professional development activity upfront.** Reimbursement will be made upon attendance/completion of the conference.
6. After the training, professional development, etc. is completed, send any receipts, confirmations of payment, timecards, etc. either to the school's administrative office or the Office of Teaching and Learning for reimbursement depending on funding approved.

Today's Date:

Employee Information			
<b>Name:</b>	<b>Substitute required?</b> Yes      No		
<b>School:</b>	<b>Title:</b>	<i>If yes:</i> <b>Half Day</b>	<b>Full Day</b> <b>Multi-Day</b>
<i>Frontline Confirmation #</i>			
Professional Development Information			
<b>Activity Title:</b>			
<b>Date(s) of Activity:</b>		<b>If not full day, list total training hours:</b>	
<b>Explain how this will benefit your professional growth and how you will share new learning with our colleagues:</b>			
Registration Fee and Cost Information			
<i>* Please note that the Office of Teaching and Learning must receive the form <u>at least 3 days</u> in advance of the registration deadline.</i>			
<b>Registration Fee:</b> \$	<b>Mileage</b> (beyond normal commute at .56 per mile): \$		
<b>Hotel Fee</b> (anticipated): \$	<b>Tolls/Parking</b> (anticipated): \$		
<b>Meals</b> (Breakfast \$10, Lunch \$15, Dinner \$25): \$	<b>Total Amount</b> (anticipated): \$		
Administrator Signatures			
<b>Signature of School/Dept. Administrator</b>		Approved	Denied
<b>Signature of Director of Teaching and Learning</b>		Approved	Denied
Financial Information			
<i>*to be completed by Administrator or Director of Teaching and Learning</i>			
<b>Funding Source:</b>		<b>GL Org/Acct to be charged:</b>	
Professional Development Category			
<i>*to be completed by the Director of Teaching and Learning</i>			
<b>Category of Professional Development:</b>			