

**Professional Development Request Form
SANDWICH PUBLIC SCHOOLS**

Expectation: *Professional Development often involves time out of school; the cost of the substitute teacher; and registration fees. The teacher granted a Professional Day is obligated to reciprocate by bringing the learning back to the district to share, as well as participating in district initiatives that relate to the Professional Day topic and may occur beyond the contractual day. The district may expect the teacher to participate in 2 hours of professional sharing for each day approved.*

Request for Absence:

Date: _____

Name: _____ School: _____

Date(s) Requested: _____

Description of Workshop/Conference/PD is attached

• Principal's Approval of Absence: _____ Date: _____

Once you have the approvals, please put your absence into SmartFind Express. Please remember to specify the PD Content.

Request for Payment for Professional Development

Name of Workshop or Conference: _____

Name of Institution Sponsoring PD: _____

PD is for (check all that apply):

Content Development _____	Social-Emotional Learning _____	Other:
Differentiation _____	Instructional Practices _____	

Cost of PD: _____ # of workshops requested this school year (incl this one): _____

You are paying the cost of the PD and then requesting reimbursement?

Use this Reimbursement Form: [link](#)
(The information needed for reimbursement is detailed on this form)

The Institution will take a purchase order?

- If so, Vicky will prepare the purchase order and send a copy to you for your PD registration.
- If the invoice is sent to you after registration, please send it to Vicky in the Superintendent's Office

	Signature	Approved	Not Approved	Date
DH or Coordinator (when applicable)				
Dir of Pupil Services (when applicable)				
Assist. Superintendent				
Superintendent				