

Professional Development Approval Process

- ✓ An employee requesting a leave for professional development will complete a **Professional Development Request Form** and an **Employee Absence and Attendance Variation Form with an Aesop Confirmation number**. Both forms should then be attached to the completed information about the event.
- ✓ The Professional Development Request Form will outline the purpose of the professional development, the district/school goal and strategy that will be addressed through the professional development and the collaboration results with the Curriculum Director as to how information learned at the professional development will be shared with district staff.
- ✓ The request and attachments will be submitted to the Principal for approval. The Principal will review the request and approve it based on its connection to the school's strategies for improvement. If the Principal is aware of appropriate funds, he or she will indicate a recommended source of the form.
- ✓ Once the **Principal/Director (when applicable) approves the leave and use of funds**, the request will be forwarded to:

Professional Development Requests Room 105 – Administration Building

- ✓ **The request must be in the Administration Building four weeks prior to the event.**
- ✓ The Curriculum Director will review the request, identify or verify a funding source, and approve or deny request.
- ✓ Funds will be obligated for the request. The original request will be sent back with an approved or denied decision. Aesop will be modified if denied by the HR Director.
- ✓ If the request has been approved, registration for the event will be completed by staff requesting the PD or their building secretary. The Executive Administrative Assistant will complete the requisition if denoted as general funds, the secretary in the office of accountability if denoted as grant funds or SPED office secretary if denoted Special Education. **Staff members will reserve hotel rooms using their personal credit card.** The district will issue a check for the hotel along with tax exempt paperwork prior to the event in order to cover the cost of the hotel. **This can only be accomplished if we receive all documentation four weeks prior to the event.**
- ✓ Once the event is attended, the employee will submit:
 - **Professional Development Expense Reimbursement Form & W-(9) Vendor Form**
 - **Mileage/Expense Reimbursement Form (MapQuest Included from your building to the PD site)**
 - **All Original Receipts pertaining to the request-Tally all items on the Mileage Form (No Sales Tax or alcoholic beverages) (Up to \$50.00 per day meal reimbursement)**
 - **Proof of participation in event (agenda or certificate)*****
 - **2-4 weeks processing/approval time for all reimbursements during the school year over the summer break reimbursements are distributed the first week back to school.**
- ✓ If the participation in the event or workshop relates to an Individual Professional Development Plan, or an Employee Improvement Plan, the employee is responsible for documentation of the event as part of that plan. The Principal or immediate supervisor will monitor the application of newly acquired learning as part of implementation of individual plans and the District's Improvement Plan.

Please allow 2-4weeks for processing any PD request.