

PROFESSIONAL DEVELOPMENT LEAVE REQUEST

MILFORD PUBLIC SCHOOLS

Staff Member Name _____

School _____

Number of Days Requested _____

Date(s) Requested _____

Signature _____

Today's Date _____

Substitute Required? Yes No

SubFinder Job Number _____

PROFESSIONAL DEVELOPMENT OPPORTUNITY (when possible attach additional information)

Conference/Workshop Title: _____

Conference/Workshop Location: _____

Workshop Description: _____

How is your learning going to impact student learning? _____

How are you going to share your learning with your colleagues? _____

What is the total cost of the workshop? _____ How much reimbursement are you requesting? _____

All staff members must submit their Professional Development Leave forms to their building principals. After their Professional Development Leave is approved by their building principal, staff members requiring Substitutes must notify SubFinder and indicate their job number on their Professional Development Leave form. All Administrator Professional Development Requests must be forwarded to the Assistant Superintendent. All PPS Staff Professional Development Requests must be forwarded to the PPS Director. All other Professional Development Requests must be forwarded to the Professional Development Coordinator. Staff Members should retain the gold copy for their records. If CEUs for professional learning are not provided by the sponsor, it is the individual's responsibility to apply for CEU equivalents prior to the activity.

BUILDING ADMINISTRATOR USE

Date _____

Approved _____

Building Funds Allocated _____

CENTRAL OFFICE USE

Date _____

Approved _____

Total Funds Allocated _____

Copy to _____

Account _____

White: Payroll/Central Office **Yellow:** Central Office **Pink:** Returned to Employee **Gold:** Kept by Employee