Professional Development Request and Report Form

Name ___________________________  Date ______________________

Room number/class ____________________________

Name of Professional Meeting ____________________________

Location of Meeting ____________________________________________

Date(s) / Time(s) of Meeting _________________________________________

Leave Requested  _____ AM  _____ PM  _____ All Day

Substitute Needed  _____ Yes  _____ No

Name of Substitute ____________________________________________

How does this training support your personal professional development goal?________________________

___________________________________________________________________________________

If not, why do you want to attend________________________________________________________

Signature of Employee ________________________________________________

Program Director’s Approval  _____ Approved  _____ Not Approved

Program Director’s Signature ___________________________  Date _______________

• Staff must complete conference/workshop registration form (if applicable) and turn in with this request a minimum of three weeks prior to conference / workshop.

• After attending conference, a report should be submitted to Program Director no later than two weeks following the workshop. Please refer to form on back.

Note: Please refer to the Professional Development Guidelines Form for details on which opportunities are mandatory and for other opportunities on how funds will be allocated to support the training.

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Budget Code: ____________________________

Estimated Cost: ____________________________

Comments:
Professional Development

To be filled out within a week of attending conference / workshop / training and returned to the Program Director within two weeks.

Name ____________________________________________

Title of Conference ____________________________ Date of Conference ____________________

This report will be shared in the next staff / team meeting.

Circle your program:

<table>
<thead>
<tr>
<th>Basic Skills/GED/College Prep</th>
<th>ESL</th>
<th>ALC</th>
<th>ADMIN</th>
</tr>
</thead>
</table>

What is your position? ____________________________________________

What did you find most useful and relevant to your program / position and personal PD goals?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What new research and materials did you find that support strategies and techniques you are currently using?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

How can you implement, in your teaching and/or job responsibilities, the new concepts you have learned about?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Additional resources in Room 202

Yes ☐ No ☐