



Robbinsdale Area Schools (ISD 281) Community Education  
Adult Academic Program

**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:

Basic Skills/GED/College Prep

ESL

ALC

ADMIN

What is your position? \_\_\_\_\_

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

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

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

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Additional resources in Room 202

Yes  No