

Professional Development Request Form

Each Teacher may have 2 professional leave days per year if approved by the Superintendent to attend conferences, workshops, or seminars related to the teacher's field. If the Superintendent approves, the District shall reimburse the teacher the cost of registration fees, up to \$50 per day for meals, and the current mileage rate.

Instructions:

Complete the **Professional Development Request Form** and send to the Building Principal for approval. Be sure not to register for a course until it is approved by the Building Principal and Superintendent.