

Professional Development Application

Applications must be signed by the Building Principal

Send applications to Melanie Kathrein at the Central Administration Offices

Contact Person: _____ Project Date: _____

Project Title: _____

Location of Project: _____

Building: _____ Type of Application _____
(State curricular area)

Please check one:

_____ Individual Project _____ Small Group Project

_____ Building Project _____ District Project

Administrator's Signature: _____

Name of person(s) involved:

_____ Request approved Date _____

_____ Request approved in part Date _____

_____ Request denied Date _____

The use of professional development funds must provide professional development which is based on the following criteria:

1. That is an integral part of the district strategic plan or school improvement plan.
2. That extends district professional development activities.
3. That provides knowledge of classroom strategies that are anticipated to improve student achievement.

State the professional development goal you will accomplish through this proposal.

How is your goal tied to your building level goals or district level professional development goals?

What other activities will you do during the year to carry out your professional development goal?
(Professional development should be continuous and on-going throughout the year.)

How will the knowledge gained through this proposal be incorporated into instructional practices?
How do you think this proposal will enhance instruction and student performance?

Briefly define how you will share this information with staff in your department, building or the district. (Include anticipated date and the format you will use.)

Breakdown of Project Cost:

1. Materials/Supplies: \$ _____
 2. Equipment: \$ _____
 3. Fees: \$ _____
 4. Transportation: \$ _____
_____ miles x \$0.545
 5. Motel: \$ _____
(Maximum = \$69.95 in-state/out-of-state actual cost)
 6. Meals: \$ _____
\$7.00 \$10.50 & \$17.50
 7. Speaker fees: \$ _____
 8. Substitute Teacher: \$ _____
(\$135.64 x number of days)
- TOTAL Project Cost:** \$ _____

Project expenses and evaluation must be submitted to Melanie Kathrein at CAO upon completion of your project