



Professional Development Plan Approval Request

Revised July 26, 2010

For form revisions, contact Financial Services

Location: http://www.4j.lane.edu/files/forms/finsvc/4j_finsv_prof_dev_plan_approv_request.pdf

USER INSTRUCTIONS

Form Purpose: Use this form to request approval for professional development plan.

How to Complete this Form: Fill out this form on-line and then print it. Alternately, print this form and complete it by hand.

How to Submit this Form: Submit a hard copy of this form.

Where to Send this Form: Send completed form to your administrator/director.

Deadline: This form must be received and approved in advance of incurring the requested expenditure(s).

Additional Information: Professional development plans must be submitted to the appropriate administrator/director in advance explaining how the training will contribute to the achievement of Board, Superintendent and instructional goals, and the funding source for the training.

Overnight, out of district travel must be pre-approved by the appropriate supervisor (administrator or director).

Budget authority should be transferred in advance of travel.

EMPLOYEE INFORMATION:

Name:

Date:

PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of activity/training	Dates	Location	Funding Source (e.g. grant, professional funds)
1.			
2.			
3.			

How does each activity/training contribute to the achievement of the goals stated above?

- 1.
- 2.
- 3.

PROJECTED EXPENDITURES:

	Amt Training #1	Amt Training #2	Amt Training #3
Registration			
Lodging			
Airfare			
Car Rental			
Personal Vehicle Mileage			
Meals			
Other (please specify)			
Totals			

APPROVAL:

Employee signature:

Date:

Administrator/Director signature:

Date:

Type or Print name of Administrator/Director: