

**Western School Division Application for Professional Development**

Teacher must complete the following page:

Name \_\_\_\_\_ Date \_\_\_\_\_

In Province PD     Out of Province PD (AP 5-701)

Suggested by:     Self     Principal     Other \_\_\_\_\_

Is there a conflict with any of the following divisional days: PD Day, School Administration Day or Early Closing?     Yes     No

Please attach a copy of the PD advertisement/information brochure and registration form.

Total Registration Fees: \$ \_\_\_\_\_

Expenses				Total
Mileage	.49/km	# of KMS _____		
Meals	Breakfast 7.50 x _____	Lunch 12.00 x _____	Supper 19.00 x _____	
Hotel	Rate _____	Nights _____		
Sub Rate	Full Day, \$148.91	Half day :\$74.46		
<b>Total Cost of PD Expenses</b>				

Explain your rationale for this PD opportunity and how it relates to your school/divisional/or personal goals for this year.

Explain how you could share your learning from this PD opportunity with colleagues at your school or within the division.

Administrator/Supervisor must complete the following page:

- Review teacher's rationale to ensure that PD request aligns with divisional/school/personal goals
- Check school budget and indicate the amount of funding you are able to provide to the applicant:

Total School Funding provided \$ \_\_\_\_\_

\*Registration fees can be covered or partially covered by the PD Committee.

Before final approval, does the applicant need to request funds from other sources?

- Yes
- No
- Check for substitute availability on that day(s)

Next Steps:

<b>1</b>	Inform teacher of approval or denial of the PD request at the school level.	If the PD request is for Out of Province then the application will be forwarded to the Superintendent by the principal.
<b>2</b>		The application will be returned to the principal. via email the principal will inform the teacher of the approval status.
<b>3</b>	If approved instruct the teacher to complete a Request for Leave for all approved days.	If approved instruct the teacher to complete a Request for Leave for all approved days.
<b>4</b>	If school based funds do not cover all costs encourage the teacher to complete the WSD PD Committee Request for Funds below.	If school based funds do not cover all costs encourage the teacher to complete the WSD PD Committee Request for Funds below.
<b>5</b>	Submit this PD application along with the request for funds.	Submit this PD application along with the request for funds.
	Signature of Principal: _____  PD is <input type="radio"/> Approved <input type="radio"/> Denied  Date _____	Signature of Superintendent: _____  PD is <input type="radio"/> Approved <input type="radio"/> Denied  Date _____

Western School Division PD Committee Request for Funds

Name	Date
School	Grade/Subject taught
Name of Conference	
Date(s) of Conference	
Registration Fee \$ _____	
Amount being requested \$ _____	
Applicant's Signature _____ Date _____	
<div style="border: 1px solid black; padding: 10px; min-height: 150px;"> <ul style="list-style-type: none"> <li><input type="radio"/> Approved by committee</li>   <li><input type="radio"/> Denied by committee</li> </ul> <p style="margin-top: 20px;">PD Chair Signature _____ Date _____</p> </div>	

PLEASE NOTE: I understand that by making this application that I may or may not be granted monetary support. The decision of the committee is final and based on the number of applicants and amount of monies available. **Funding is for registration costs only, and may only cover part of the actual registration fees. The WSD PD Committee will cover the cost of registration up to a maximum of \$325.** The school contribution may include registration, travel, meals and accommodations; however, this is not the mandate of the PD Committee.