

# CERTIFIED STAFF

## 2022-2023

### \* PROFESSIONAL DEVELOPMENT DAY REQUEST \*

MUST BE SUBMITTED NO LATER THAN 20 WORKING DAYS IN ADVANCE

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
Name of Event

Description attached

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Date form signed: \_\_\_\_\_

Submit completed form to Principal. **Form will be forwarded to Superintendent for review. Must be submitted no later than 20 working days in advance of event.**  
If a substitute is needed, please follow District procedures, once approved.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of Superintendent or Designee

Approved

Disapproved

#### GUIDELINES FOR PROFESSIONAL DEVELOPMENT DAY REQUEST

- Certified Employee may be granted one (1) professional development day per school year
- Employee must submit a written request to the Superintendent **no later than twenty (20) working days in advance** of professional development event and must include a description of event
- Superintendent or designee will, in his/her discretion, approve or disapprove the request. If approved, the employee will be permitted to attend the professional development with pay
- **The employee shall be responsible for all costs associated with attending the event**
- Employees may not receive board credit for any workshop/course taken during a paid workday, including professional development days; however, may earn CPDU credit by completing the CPDU Request form.
- Employee must provide verifiable evidence of attendance at the professional development event.
- Professional development day may only be used to attend events that are educationally based

Documentation of event attended received \_\_\_\_\_ (date received)