



DELTON KELLOGG SCHOOLS

CONFERENCE AND WORKSHOP APPROVAL AND REQUISITION FORM

3 COPIES: EMPLOYEE, CENTRAL OFFICE, BUSINESS OFFICE

Name of Person Requesting Leave _____

School/Department _____ Grade Level _____

Workshop/Conf./Prof. Dev. Curr. Work Day School Business

In-District Event Full Day
 Out-of-District Event A.M. Only
 Outside of School Hours P.M. Only

Actual Expenses:		Acct Number:
Registration fee	\$ _____	_____
*Travel-Mapquest must accompany	\$ _____	_____
*Meals-original receipts must be itemized	\$ _____	_____
*Lodging	\$ _____	_____
Other	\$ _____	_____

No Sub Needed Sub Needed # _____ Sub \$ _____

*Please check with your Principal/Supervisor regarding travel arrangements. All itemized receipts (mileage, lodging, meals, etc.) must be totaled and attached to the requisition form per approved conference following attendance.

Complete this section for Workshop/Conf./P.D., Curriculum Work Day, or School Business. Please allow 2 weeks for processing. Complete one form per date/building and event. In order for the Workshop/Conf./PD to be approved, a completed registration form must accompany this form. The registration form must show exact costs.

Name of Conference/In-Service/Project _____

Location _____ Date(s) of Absence _____

Please Send Registration Check to: Payable to: _____ Department: _____

Address: _____

Type of Professional Development (**CHECK ONE**) **MUST BE COMPLETED IF APPLICABLE** -See reverse side for description of categories

<input type="checkbox"/> School Improvement	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Workshop/Conference	<input type="checkbox"/> Coursework	<input type="checkbox"/> Highly Qualified Status	<input type="checkbox"/> State-level or Inst. Of Higher Ed. Content	<input type="checkbox"/> Virtual Learning	<input type="checkbox"/> Admin. Continuing Education
# Hours _____	# Hours _____	# Hours _____	# Hours _____	# Hours _____	# Hours _____	# Hours _____	# Hours _____

Briefly state type of activity _____

Employee Signature _____ Date _____

Building Principal/Supervisor Signature _____ Date _____

Above request is: Approved Disapproved Comments: _____

Signature of Central Office Designee _____ Date _____

Directions

Section 1 – This section is required for all staff.

Please reference your contract for specific requirements of Personal Business, Vacation Days, Jury Duty, or Compensation Days. Specifics for Workshop/Conf. /Prof. Dev., Curriculum Workday or School Business are listed below.

Section 2 – Complete this section for Personal Business, Vacation Days, Jury Duty, or Compensation Days. Please make sure to sign and date. Turn the signed document into your Principal/Supervisor for approval. Once building level approval has been given, please send the completed document to the Business Office.

Section 3 – Complete this section for Workshop/Conf. /P.D., Curriculum Workday, or School Business. . Please make sure to sign and date. Turn the signed document into your Principal/Supervisor for approval. Once building level approval has been given, please send the completed document to the Superintendent's Office. *Special Note* – For Curriculum Workday – you must also complete the Curriculum Work Approval Form. Below are the specifics for completing the Professional Development portion of the form.

TYPES OF PROFESSIONAL DEVELOPMENT

School Improvement

The number of hours of professional development acquired through collegial work at the building, district, or regional level that relates to student achievement. Professional development must be connected to the School Improvement Plan.

The activities may be individual but may also include small groups of colleagues who gather for planned activities. Below are some of the types of meetings that qualify under School Improvement.

- Curriculum alignment for grade/subject content
- Assessment practices
- Best practices in reading instruction
- Content study groups
- Professional book reviews
- Action research
- Designing & implementing staff presentations
- Analysis of student work

Mentoring

The number of hours of professional development acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession.

- Mentor/Mentee meetings
- Mentor training
- Collaborative learning with other mentors

Workshops or Conferences

The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc.

- Summer academies
- Title I information sessions
- Annual content conferences
- National, State or Regional association conferences
- Inspirational speakers
- Software training
- Preschool-year professional development
- Paraprofessional training
- Blood-borne pathogen training
- MLPP training
- Curriculum training
- New teacher workshops
- NCA committee work
- New developments in MEAP Assessment
- Technology training

Coursework

The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education.

Highly Qualified Status

The number of hours of content-specific professional development acquired for the purpose of documenting Highly Qualified status.

- University coursework in a planned program focused on the subject you are currently assigned.
- Portfolio project activities.

State Level or Institution of Higher Ed. Content

The number of hours of professional development acquired through state-level or institution of higher education content-specific service or committee.

Examples of professional development in this category are:

- Student teacher supervision or cooperating teacher to a student teacher
- Grant review for competitive grants
- Presentation at state-level conference
- Review or educator preparation program
- Development of state-level content standards

Virtual Learning

The number of hours of content-specific professional development acquired through online delivery or other distance learning experiences.

Administrator Continuing Education

The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing education requirements of administrators. This category of professional development represents the graduate courses or the SB-CEUs required in five-year cycles for administrator qualifications.