

Check here if requesting purchase order _____

SDC PROPOSAL FORM (Pink)

I. Name _____ Date _____
School _____ Credential Expiration _____

II. Type of Activity: # _____ (refer to list on back)

PROPOSALS FOR: NON-COLLEGE CREDITS, FUNDING, AND/OR DAYS AWAY FROM SCHOOL MUST BE APPROVED IN ADVANCE.

III. Activity: _____ Date _____

Location _____

of Hours Requested _____ Credits _____ Non-college Credits _____

Description of Activity (attach material if applicable _____

Hours are to be applied to my _____ endorsement. Check below:

Apply _____ hours to the 30 hours required in Area 1 (content).

(30 additional hours are need for each area of endorsement)

Apply _____ hours to the 45 hours required in Area 2 (district/school goals).

IV. RELATIONSHIP TO PROFESSIONAL GROWTH PLAN (attach front page of PGP)

This activity is related to goal # _____ of my PGP or to a building/district goal (please specify) _____

This activity will help me to achieve this goal by _____

V. EXPENSE INFORMATION

If you need a substitute, list dates: _____

Is this the first sub for SDC this year? _____

_____ Registration or Tuition
_____ Meals (Max \$40 per day)
_____ Lodging
_____ Travel (\$0.36 per mile)
_____ Substitute
_____ Other
_____ Total

To request a staff development day during school time, you must submit a leave request form.

(form continues)

