



ISD | PROFESSIONAL
717 | DEVELOPMENT

Staff Development Request Form

Name _____ Date _____

Title, date(s) and location of activity:

Briefly describe the activity and how it will connect to one or more district / building commitments or your professional goal(s):

If this is a group activity, please identify who will be involved:

How will you share this information with colleagues?

Whom does this information apply to?

How will you share this information?

Would you be willing to give a mini staff development session to share your learning?

Please Attach Pertinent Registration Information.

Please indicate all the **applicable fields** detailing how the requested funds will be utilized:

Description	Amount	Actual Cost after Event (attach original detailed receipts)
Registration:		
Supplies:		
Lodging:		
Extra Duty Pay: <ul style="list-style-type: none"> • Current Teacher contract rate is \$40 per hour. 		
Mileage: \$.67 per mile		
Substitute Costs: \$198.45 per day <ul style="list-style-type: none"> • This is the total amount that is deducted for the cost of the sub (including the daily pay and additional benefits / fees). 		
TOTAL FUNDS REQUESTED		

All funds must be requested on this form. No additional reimbursement (such as mileage) will be awarded if not listed on this page.

***** Mileage will only be reimbursed when the distance from home to workshop is shorter than the distance from school to workshop or when a school vehicle is unavailable. Schedule a school vehicle through Krista Halverson.**

**** To receive extra duty pay, each staff member must fill out the [Extra Pay Voucher](#) located on the Human Resources page of the website.**

To be completed by Building Staff Development Committee

Request for funding is: _____ Approved _____ Denied

If denied, state the reason:

**** If your request has been denied and you would like to initiate an appeal of the Building Staff Development team decision, please submit this form with an explanation of the appeal to the District Staff Development Committee (Erin Hjelmeland, Director of Teaching and Learning) within seven working days of the date the application was initially reviewed by the committee.**