

2020-21 Caledonia Central Supervisory Union Professional Development Form

- Submit at least **2 weeks prior** to event
- Submit **leave request** to your school if needed
- Please attach the **Description of PD activity AND cost of registration**

Employee name _____ School _____
Date _____

Course/Workshop Title: _____
Dates _____
Academic credit: ___yes___no # of credits _____

Institution or Organization _____
Address _____
Phone number _____
Total Cost of Course/Workshop \$ _____

Contact Central Office HR Coordinator for current tuition rate and your credit status

Anticipated expenses: Mileage _____ Lodging _____
Meals _____ Other _____

Please describe how this PD request relates to your job and/or your school's Continuous Improvement Plan (CIP). CIP goal # ___1___2___3___4

By signing below, I agree to the terms of Article 15 (teacher's) Article 14 (support staff) collective bargaining agreement and to reimburse the school district if the course completion documentation (grade report) is not submitted to Central Office.

Certificates of Attendance for conferences/workshops must also be submitted to Central Office.

Employee Signature: _____ date _____

Principal signature: _____ date _____

If needed: Director of Student Services _____ date _____

If needed: Curriculum Director Signature: _____ date _____ CFP # _____

If needed: Superintendent Signature: _____ date _____

Professional Development Request Process for locally funded PD

- **Fill out a professional development request form.** Please fill out the **entire** form **at least 2 weeks in advance.**
- Submit completed PD packet to your Principal for approval.
 - General Ed for Cabot/TUS- send to Monica Morrissey for approval
 - All Student Service Staff (including paraeducators) - send to Sabrina Brown for approval
 - Grant funded PD - send to Monica Morrissey for approval
- **Once the PD is approved a PO will be sent to the employee.** Employee may register for the PD opportunity. Most institutions/vendors will accept a PO as promised payment.
- Email the invoice to Robin Miller robin.miller@ccsuvt.net
- Upon completion of the course or conference, send a Certificate of Attendance or a copy of the grade to Katie Callan katie.callan@ccsuvt.net

The bill will be paid after the business office has received a copy of the invoice.