

# PD Request Form Completion Instructions

Effective 10/1/2018, there have been changes made to the Professional Development Request form, the items needed and the process of submission.

Please follow the steps below to ensure that your request will not be returned to your building Principal.

## **STEP 1:**

Proceed to the form via this link:

<https://www.western.k12.in.us/faculty/documents-and-forms/faculty-documents/701-wsc-pd-request-form/file>

You will see a form that looks like this:

**WESTERN SCHOOL CORPORATION**  
**PROFESSIONAL DEVELOPMENT**  
**REQUEST**



**Request should be submitted no later than 9:00 AM on the 2nd Tuesday of the month for School Board approval.**

Name:

Date of Request:  Date(s) of Prof Dev:

PD Topic/Title:

PD Event/Presenter:

Location:

Estimated Cost:

Substitute	<input type="text"/>
Message (Attach Google Map)	<input type="text"/>
Meals	<input type="text"/>
Lodging	<input type="text"/>
Registration	<input type="text"/>
Total	<input type="text"/>

Fund Source (Fund Number)  
**Required**

In the following section, identify the relationship to your School Improvement Plan Goals and/or WSC Strategic Plan and the specific benefit expected from attending this PD opportunity:

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

<input type="checkbox"/> Teacher Requested
<input type="checkbox"/> Principal / Director Requested

Approved (Building Principal)    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Approved (Treasurer)    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Approved (Superintendent)    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Approved (School Board)    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Denied  
Explanation: \_\_\_\_\_

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## **STEP 2:**

Complete ALL fields on the form down to Approved (Building Principal).

- If you will need a Substitute, please mark it “YES”
- If you will be submitting mileage reimbursement, please attach a Google Map (ONLY – 1 pg) showing the distance from your starting point to the location of your event. If you are leaving from home, please use that address as your starting point. Otherwise, use the school address of 2600 S 600 W Russiaville, IN. The amount will be the number of miles times the current reimbursement rate (2018- \$ .545 per mile.) Please remember to multiply by 2 for a round trip mileage amount.
- If you will be submitting meal reimbursement, please estimate the cost of your meals
- If you will be submitting lodging reimbursement, please enter the total amount (cost X # of nights)
- If there is a Registration fee, please enter the amount
- Total should include mileage, meals, lodging & registration
- FUND SOURCE – this MUST be entered. If you do not have this information, please contact your building Principal.
- Complete a brief explanation of how attending this PD relates to your School Improvement Goals and/or WSC Strategic Plan and the specific benefit you will gain from this opportunity
- Sign the form
- Place a check mark next to who is requesting your attendance at the event

Please use this check list when submitting a Professional Development Form.

- Have you completed ALL boxes on the Professional Development Request & attached a printed map?
- Have you entered a FUND Source?
- Have you signed the PD Request?
- Forward to building Principal or direct supervisor for signature approval. They will forward all paperwork to the Director of Finance.

If you have any questions, please contact the Finance Office or the Secretary to the Superintendent.