

2018-2019

PROFESSIONAL DEVELOPMENT APPLICATION

2018-2019

PLEASE READ THE APPLICATION PROCEDURES FOR PROFESSIONAL DEVELOPMENT ON
REVERSE OF THIS APPLICATION.

Incomplete applications will NOT be approved.

*****MEETING DATES: Sept. 12, Oct. 10, Nov. 14, Jan. 9, Feb. 13, Mar. 13, April 10, May 8*****

Name _____

Teaching Assignment _____

Location _____

Courses/Workshop	Location (City)	Dates	Fee
			\$
			\$
			\$

TEACHERS STUDENT LEARNING/PROFESSIONAL GOALS (TESS): _____

Teacher Signature

Date

EXPENSES TO BE REIMBURSED

REGISTRATION FORM COPY WITH FEE SCHEDULE AND SUPPLEMENTAL INFORMATION
MUST BE ATTACHED TO THIS FORM

\$1000 Total Expenses Allowed Per Year

TOTAL REGISTRATION FEES	\$ _____	DATE RECEIVED IN HUMAN RESOURCES
MATERIALS	\$ _____	
SUBSTITUTE COSTS @ \$180.16 per day	\$ _____	
PER DIEM @ \$150.00 PER DAY (3 DAY MAXIMUM/YEAR) (per diem cannot be from multiple sources)	\$ _____	
TOTAL EXPENSES	\$ _____	

Approved

Building Administrator's Signature _____ Date _____

Not Approved

Comments: _____

Professional Development Committee Use Only:

AMOUNT AVAILABLE: \$ _____	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	APPROVED AMOUNT: Fees \$ _____ Materials \$ _____ Sub \$ _____ Per Diem \$ _____
Committee Representative _____	Date _____	Total Amount Approved: \$ _____

Comments: _____

KLAMATH COUNTY SCHOOL DISTRICT

Professional Development Application Procedures

Applications that are not complete will not be approved.

1. Complete the application to the Total Expenses line and be sure to sign it.
2. Attach a copy of the registration form, with a fee schedule, and any supplemental information that will aid the committee in understanding the nature of the professional development. Professional Development requests must align with the teacher's teaching assignment in the district and with the teacher's written goals. Courses required to obtain or maintain one's teaching license will be considered. Applications not accompanied by supporting materials will not be considered. Online classes have the same documentation requirements as other professional development.
3. If funds are available from another source, a written statement must be provided from the source specifying the exact funds available and for what purpose. Note that per diem funds cannot be from multiple sources.
4. Professional development funds are available to teachers for courses, except those that would directly apply to administrative certification or that would help prepare a teacher for a career other than teaching.
5. Submit the completed application to your principal for signature.
6. Submit the signed application to the Human Resources Office. A district administrator will bring the applications to the Professional Development Committee for consideration at their next regularly scheduled meeting. Committee meetings will be held once a month.
7. Applications must be submitted and approved **prior** to the start of the class or workshop.
8. If you are not satisfied with the disposition of your application, you may appeal the decision by requesting a hearing with the Professional Development Committee through the Human Resources Office.
9. Teachers may request up to \$1,000 per fiscal year (July 1-June 30). This may be applied toward registration/tuition, books, materials, substitute costs, and per diem. Per diem is paid at \$150 per day for classes taken at least 100 miles from Klamath Falls (100 miles from Gilchrist for Gilchrist employees.) A maximum of 3 days per diem may be used in any one fiscal year. **Per diem is described as travel, meals and motel.**
10. Use of professional development funds is limited to 4 qualifying members per building per conference or course.
11. Reimbursement will be paid upon submitting proof of completion and proof of payment to the Human Resources Office. A receipt will only be accepted as proof of payment if it shows the recipient, in addition to the payee's name and a portion of their account number. Otherwise, please submit proof that you, personally, paid the registration (canceled check/money order/bank statement/credit card bill). Receipts are not needed for per diem. Reimbursement requests must be submitted within 30 days of course completion.
12. Should you choose not to attend the approved course or conference, you must contact the Human Resources Department as soon as possible so the unused funds can be made available to another applicant.