



PROFESSIONAL DEVELOPMENT REQUEST FORM

1. Requests need to be completed two (2) weeks prior to the meeting date.
2. Documentation of topic, date, location and registration amount must accompany request.
3. Complete a separate form for each professional development/meeting request.
4. If approved, participant must complete a reimbursement form and attach original receipts.
5. No reimbursement will be given for unapproved expenses.
6. Form must be completed in its entirety or it will not be approved.
7. A signed copy of this form must accompany the reimbursement request.

Name

Position

Title of professional development

Location

Sponsored by

Date of professional development

Professional standards to which this professional development activity is tied (see back of sheet):

Description of how this professional development activity will be shared with others:

REQUIRED

Substitute is required: YES NO Preferred substitute, if available _____
(Circle one)

Projected Reimbursement Amounts

_____ Registration fee To be paid by employee and reimbursed

_____ Number of **miles for roundtrip** (reimbursement amount to be figured by Director)

_____ Food

_____ Lodging

_____ Other: specify _____

_____ **TOTAL amount projected and requested for approval**

Employee Name

Date of request

Supervisor/Director

Date of approval

Request denied Reason: _____

Account number

cc: Employee Personnel Bookkeeper

Illinois Professional Teaching Standards

#1 Content Knowledge

The teacher understands the central concepts, methods of inquiry, and structures of the discipline(s) and creates learning experiences that make the content meaningful to all students.

#2 Human Development and Learning

The teacher understands how individuals grow, develop, and learn and provides learning opportunities that support the intellectual, social, and personal development of all students.

#3 Diversity

The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.

#4 Planning for Instruction

The teacher understands instructional planning and designs instruction based upon knowledge of the discipline, students, the community, and curriculum goals.

#5 Learning Environment

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

#6 Instructional Delivery

The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

#7 Communication

The teacher uses knowledge of effective written, verbal, nonverbal, and visual communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

#8 Assessment

The teacher understands various formal and informal assessment strategies and uses them to support the continuous development of all students.

#9 Collaborative Relationships

The teacher understands the role of the community in education and develops and maintains collaborative relationships with colleagues, parents/guardians, and the community to support student learning and well-being.

#10 Reflection and Professional Growth

The teacher is a reflective practitioner who continually evaluates how choices and actions affect students, parents, and other professionals in the learning community and actively seeks opportunities to grow professionally.

#11 Professional Conduct

The teacher understands education as a profession, maintains standards of professional conduct, and provides leadership to improve student learning and well-being.