

Willows Unified School District
Certificated and Classified Professional Development Request Form

***Please attach a copy of all conference information and all pertinent documents that may support filing and final expenditure reporting.**

Personal Information

Name: _____ School/Department: _____ Date: _____

Professional Development Details

Title of Professional Development: _____ Dates: _____

Provider/Organization: _____ Location: _____

Registration Cost: _____ Total Conference Cost: _____ Other Costs: _____

☐ Substitute ☐ Mileage ☐ Lodging ☐ Meals ☐ School Van ☐ Flight

Purpose and Benefits

Purpose of Professional Development:

Describe how this professional development aligns with the school/district goals:

How will this professional development improve your practice and benefit your students?

Approvals

Routing of all PD Requests go to Site Principal ➡ Site Secretary ➡ Director C.I.&A. ➡ Accounts Payable

Supervisor Signature: _____ Date: _____

District Office Signature: _____ Date: _____

Post-Professional Development (To be completed within two weeks of the professional development and sent to the Site Principal)

Summary of Professional Development Experience: _____

How will you implement what you have learned? _____

Any additional comments or recommendations: _____

Submission Instructions

Please submit this form to your immediate supervisor for approval. Site supervisor will provide this form to the Site Secretary. Site Secretary will provide to the Director of C.I. & A. for final approval and submission to Accounts Payable. A completed copy will be returned to the staff member who initiated the form for Post-PD completion requirements.

For District Office Use Only

Date Received: _____ Approved by: _____

Comments: _____

This form ensures that all professional development activities are aligned with the district's goals and provide meaningful benefits to both educators and students.

For District Office Use Only:

Approved

☐

Denied

☐

Funding

PO#

[PD Request form as of 9/3/24]