

Professional Development Funding Request Form

Applicant(s)

List all teachers involved in this professional development opportunity. Include name, building, position, and years experience for each person. Identify the main contact person.

Technical Information

Name of PD Opportunity:

Date of Occurrence:

Amount Requesting from PDPC:

Would partial finding still make this opportunity possible?

Date funds needed:

Identify how the funding will be used

- Books/Materials Release time Other _____
 Additional PLC time with existing PLC or new PLC (green sheet)

Write a brief summary of the PD opportunity (*attach additional information if applicable*)

Scoring guide for this section:

0	1	2
Plan includes isolated events such as one-day workshops or classes	Includes several connected events	Includes a continuous process of planning, implementation, reflection, and evaluation

Connection to Evaluation

Professional development must be tied to teacher evaluation.

Which of your student learning goals, professional goals, or area of the Marshall Rubric does this professional development support? Identify your professional development need, how this opportunity will meet this need, and the expected outcome.

Professional Development Need

Student Learning Goal, Professional Goal, or Marshall Rubric area:

(Write the actual language from your goal/rubric)

How PD activity aligns with your professional development need and above goal(s)/rubric area

What is your expected outcome from this opportunity?

Scoring guide for this section:

0	1	2
The PD opportunity, identified need, goals/rubric area, and expected results are incomplete.	The relationship between the PD opportunity, the identified need, the applicant's goals/rubric area, and expected results is unclear or needs further development.	The described PD opportunity clearly responds to the identified need, the applicant's goals/rubric area, and is likely to contribute to the desired result.

Impact on Teacher Growth

Best practices for professional development and growth involve collaboration and sustained support for the integration of new learning into practice.

How do you plan to integrate new learning into your practice?

Scoring guide for this section:

0	1	2
No plan provided	Vague plan, questionable attainability, or potentially unsustainable	Plan is clear, attainable, and supports integration of new learning into sustained practice

How do you plan to integrate your learning into on-going collaborative work with other teachers?

Scoring guide for this section:

0	1	2
No on-going collaboration is evident	Provides some opportunities for collaboration. Includes occasional participation in learning teams.	Includes ongoing opportunities for collaboration. Includes regular participation in a learning community for a specified educational outcome.

Impact on Student Learning

How will this opportunity foster student growth?

Scoring guide for this section:

0	1	2
No explanation provided	Connection between PD opportunity and student growth is weak and/or unclear	Connection between PD opportunity and student growth is clear

Budget

Full day substitute: \$247

Half day substitute: \$123

Certified hourly compensation cost: \$32/hour (this includes hourly rate + benefits)

**List the cost of each item and attach verification (registration and order forms).
Include other sources of funding. An incomplete budget (including lack of verification of costs) will be returned to applicant.**

Item	Cost
Total Cost:	
Other Sources of Funding <i>(personal contribution, site funds, grants, etc.)</i>	
Total Amount Requesting (Total Cost-Other Sources of Funding)	

Teacher:

I understand that accepting PD funding requires:

- completion of all elements outlined in this application
- completion of Professional Development Reflection Form
- potential availability to share learning on a district level

Teacher signature and date

Building Principal:

This request aligns with the teacher’s professional goals, student learning goals, or is aligned with needs identified on the Marshall rubric.

- Addresses focus area of school improvement efforts
- There are no additional sources of revenue to cover this opportunity

Principal signature and date

PDPC Approval

Date received

Date reviewed

- yes
- no

If denied, provide an explanation.

What level is the PD likely to impact?	Primary	Intermediate	Middle	High
Prior Funding Requests	<input type="checkbox"/> Teacher has not previously received funds or <input type="checkbox"/> Teacher has received funds in the past and followed through on requirements			
Are other resources addressing the need?	<input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes,” how is the issue being addressed? What compelling factors would support using PDPC funds in addition to existing resources?			