

PROFESSIONAL DEVELOPMENT REQUEST

If approved, this form is to be attached to a district requisition with all items completely filled out including cost, vendor, address, etc. If denied, please submit a copy of this form to the Superintendent.

Name:	
Building:	
Request:	
Reason for Request:	
Please mark the K.E.S.A components as applicable:	
<ul style="list-style-type: none">○ Relationships<ul style="list-style-type: none"><input type="checkbox"/> Staff<input type="checkbox"/> Students<input type="checkbox"/> Families<input type="checkbox"/> Community○ Relevance<ul style="list-style-type: none"><input type="checkbox"/> Curriculum<input type="checkbox"/> Instruction<input type="checkbox"/> Student Engagement<input type="checkbox"/> Technology○ Results○ Foundational Structures:<ul style="list-style-type: none"><input type="checkbox"/> Tiered Framework<input type="checkbox"/> Stakeholder Engagement<input type="checkbox"/> Diversity/Equity<input type="checkbox"/> Communication and Basic Skills<input type="checkbox"/> Civic and Social Engagement<input type="checkbox"/> Physical and Mental Health<input type="checkbox"/> Arts and Cultural Appreciation<input type="checkbox"/> Postsecondary and Career Preparation	
Signature:	Date:
Administrator Signature:	Date:
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied, Reason:	

Building-level requests are based on the specific needs of the individual building in conjunction with the K.E.S.A. process, building action plans, and district goals. Building Leadership Team and Administration will collaborate to determine the need and approve/deny. Buildings cannot exceed the annual budgeted allotment.