

Individual Professional Development Request (IPRD) Form

Name	Position
Date	Department/School
Requested Event/Activity Title	
Location	Dates(s)
PD Activity Requested <input type="checkbox"/> <i>Purchase books or materials</i> <input type="checkbox"/> <i>Participate in a teleconference or webinar</i> <input type="checkbox"/> <i>Visit a school or program</i> <input type="checkbox"/> <i>Consult with a colleague or expert</i> <input type="checkbox"/> <i>Attend a workshop, training, or conference</i> <input type="checkbox"/> <i>Make a presentation</i>	Support Requested <input type="checkbox"/> <i>Financial assistance</i> <input type="checkbox"/> <i>Professional leave</i> <input type="checkbox"/> <i>Interpreter services</i> <input type="checkbox"/> <i>Substitute needed</i> <input type="checkbox"/> <i>Other (specify)</i>
What content or skill you wish to learn:	
How this request support NCLB/curriculum implementation or department priorities:	
Why you selected this activity over other options:	
How you will share the content with your department, your school or with the Clerc Center as a whole when you return:	

Itemize your projected costs	Estimate	Approval	Signature	Date
<i>Tuition/registration</i>		Employee		
<i>Meals</i>		Immediate Supervisor <input type="checkbox"/> yes <input type="checkbox"/> no		
<i>Train/airfare/mileage</i>		Principal or Director <input type="checkbox"/> yes <input type="checkbox"/> no		
<i>Ground travel</i>		Funding <input type="checkbox"/> yes \$ _____ <input type="checkbox"/> no	Leave <input type="checkbox"/> professional <input type="checkbox"/> annual	
<i>Lodging</i>		Other support (specify):		
<i>Other (specify)</i>		PRPT (if presenting)		
Estimated total		Knowledge Sharing Completed (attach evidence)		
Interoffice comments:				