

2011-2012 Teacher Quality Professional Development Request

Additional Hours Beyond Contract

Name: _____ Last 4 # of SSN: _____

Hours Requested: _____ Anticipated Completion Date: _____

DIRECTIONS: Complete Step 1 by choosing ONE of the options and securing principal/ administrator approval. Principal/Administrators will forward to Central Office for approval and return to the teacher requesting funds. SAVE this form until plan is completed. Document the completion in STEP 2 and return to principal/administrator for approval and payment submission.

STEP 1: TEACHER QUALITY PROFESSIONAL DEVELOPMENT APPROVAL REQUEST

Type of Request:
(check one)

	District (043)
	Building (044)
	Individual (045)

Building:
(check one)

	Anson		Fisher
	Franklin		Hoglan
	Lenihan		Miller
	Rogers		Woodbury
	MHS		MLA

***** Choose ONE of the following options:**

District Plan (043):

This request for TQ Funded Professional Development is directly related to the District Initiatives below.
 Additional paperwork may be attached if necessary.

District Initiatives
(check one)

	SIOP		Common Unit Design
	PBIS		Language Literacy Framework
	IDM/RTI		Specialized Group Plan
	Other – (specify)		

Building Plan (044):

This request for TQ Funded Professional Development is directly related to the Building Goals.
 A copy of the approved IPDP to support this request is attached.

Individual Plan (045):

This request for TQ Funded PD is directly related to the Individual Improvement Plan.
 A copy of the mutually agreed upon Individual Improvement Plan is attached.

*****Signatures:** (If more than one building is involved, only one principal needs to sign.)

Administrator _____ Associate Superintendent _____

STEP 2: TEACHER QUALITY PROFESSIONAL DEVELOPMENT REQUEST FOR PAYMENT

I completed the approved project on this date _____ and request payment for _____ hours at my creative rate.
 Signatures: Teacher _____ Administrator _____
 Associate Superintendent _____

STEP 3: COMPLETED BY BUILDING ADMINISTRATOR

DO NOT PUT FICA/IPERS on this form	Creative Rate per Hour:	
but calculate FICA/IPERS on your	Hours Completed:	
building sheet	Actual Dollars Encumbered:	
Payment Code:		