



## Professional Development Applications Phase I and Phase II

Professional Development applications must be routed through your Associate Principal for Teaching and Learning and/or Administrative Liaison and Principal. Signed applications are due to the Assistant Superintendent of Student Learning and Accountability. Please retain a copy of the application for your file and submit a copy to your building principal.

**Phase I activities must occur between July 1<sup>st</sup> - December 31<sup>st</sup>**  
**Phase II activities must occur between January 1<sup>st</sup> - June 30<sup>th</sup>**

As you submit your application, please be aware of the following criteria:

1. Retiring staff will not be considered (retiring in June of the next school year).
2. A copy of the registration for the workshop, seminar, or conference **must be attached** to the Professional Development Application. **In such cases where current registration is not available at the time of application, the committee will consider the previous year's registration information.**
3. Estimated expenses must be listed in the appropriate area on the application. Please note the additional expenses that **will not** be reimbursed:
  - Membership fees
  - Car rentals
  - Parking
  - Course tuition
4. The Professional Growth Committee will consider requests as they relate to:
  - District #227 goals and objectives
  - Date of last granted request
  - Number of previously approved requests
  - Total funding previously approved
  - Number of years in district
  - Benefit to participant, department, school and/or district

Staff whose applications are approved are requested to share information from the workshop, seminar, or conference with colleagues in team or departmental meetings. If you have any questions regarding the process for completing Professional Development Applications, see the following Professional Growth Committee representatives:

**Rich Central**

Monshea Aguirre  
Kara Bickhem  
Carla Benard  
Audrey Gilbert  
Kim Jones

**Rich South**

Mike Curran  
Susan Douglass  
Scott Koepke  
Cynthia Levy  
Jaydene Mitchell  
Rhonda Travis

**Rich East**

Rodney Freeman  
Jeff Joyce  
Sara Smado  
Alexandria Wilks  
Traci Toth

**District**

Dr. Jennifer Norrell  
Michael Angel