

**ADDISON NORTHWEST SCHOOL DISTRICT**

**SUPPORT STAFF REQUEST FOR PROFESSIONAL DEVELOPMENT APPROVAL**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

Pursuant to **Article XIV**, I hereby request approval of the following professional development activity:

<u>Name of Activity</u>	<u>Sponsor</u>	<u>Date(s)</u>	<u>Location</u>	<u>Amount Requested</u>
		Start Date:		\$
		End Date:		

How is this activity related to your current job assignment?

Will you be receiving graduate and/or certification credit for this activity?  Yes  No

Number of credits: \_\_\_\_\_

I understand that in order to receive credit on the salary schedule, I must have advance approval from the immediate supervisor and principal subject to **Article XIV** of the *Agreement* between the ANWSD Board of Directors and the Support Personnel of ANWSD.

Signed: \_\_\_\_\_  
 Support Staff Member \_\_\_\_\_  
 Date

**Approval/Disapproval**

I have reviewed your request for approval of the above professional development activity.

Your request has been  Approved  Disapproved \_\_\_\_\_  
Principal Date

Approved  Disapproved \_\_\_\_\_  
Superintendent Date  
(if required)

**Please attach the following with this form:**

- Registration form
- Activity description (brochure, flier)

**PLEASE NOTE:** All activities require **PRIOR APPROVAL** before attending.

**ARTICLE XIV**  
**TUITION REIMBURSEMENT**

14.1 On an annual basis, all employees will be reimbursed for approved professional development activities (such as courses, workshops, conferences and school visitations) as follows:

Up to 2 years of district employment = up to \$450 per year

2-5 years of district employment = up to \$800 per year

5 or more years of district employment = up to \$1,150 per year

14.2 Any employee with five (5) or more years of district employment shall be entitled to reimbursement in an amount not to exceed the equivalent of one (1) three (3) credit winter UVM course. This reimbursement shall be in lieu of the annual professional development reimbursement per 14.1. Based upon an allocation of three (3) staff per school, a total of up to twelve (12) staff District-wide and no more than four (4) in any one school shall be eligible for this provision in each year of this Agreement. Eligibility for this provision shall be on a rotating basis and, if necessary, staff will be selected on the basis of seniority.

14.3 All employees shall have access to professional development opportunities offered by the District that are funded with non-local resources.

14.4 Professional development activity must be job related and must be approved in advance by the employee's building Principal. All proposed professional development activity must be aligned with the employees' professional development goals and interests and with organizational needs. Employees will receive professional development leave time during their regular work hours for approved purposes.

**PROCEDURES:**

- 1) Complete APPROVAL FORM
- 2) Attach a copy of the Registration Form
- 3) Attach a copy of the Activity Description
- 4) After completion of activity, please submit a copy of the CERTIFICATE OF ATTENDANCE within ten (10) days of completion.