School District 19
(Revelstoke)

REVELSTOKE BOARD OF EDUCATION

TEACHER PROFESSIONAL DEVELOPMENT

A

Name: _____ School: _____

Activity: _____

_____

(Refer to completion guidelines chart) ☐ attach conference program/agenda OR ☐ if an individualized activity, complete Section D

Location of Activity: _____ Date of Activity: _____

Signature of Applicant: _____ Pro D Rep: _____
Initials

Date Submitted: _____

B

APPLICATION FOR LEAVE OF ABSENCE

Date(s):_____

Note: In addition to this form, please fill out a LOA form

☐ Pro D Release Bank Day ☐ Leave of Absence Leave Request # _____

Leave Approval:	Explanatory Notes:	☐ Pro D Release Bank–Article F.3 ____days
_____ Principal	_____	☐ Short Term Leave–Article G.34 _____days

C

APPLICATION FOR REIMBURSEMENT FROM PRO D FUNDS	**ACTUAL COST**
Travel: .73¢ per km ____ Total km	
Miscellaneous (Taxi, Parking, etc.): _____ *(attach receipts)*	
Accommodations: $ _____ Per Night (Receipt Required) or	
$ 20.00 Personal Accommodation	
Meals: Breakfast _____ at $ 15.00 PER MEAL	
Lunch _____ at $ 20.00 PER MEAL	
Dinner _____ at $ 32.00 PER MEAL	
Registration: $ _____ ☐ Paid, reimburse ☐ Send to organization	
Technology Purchase (complete section E)	
TOTAL COST:	

Expense Authorization: _____
Principal

Date: _____

D

INDIVIDUAL PROFESSIONAL DEVELOPMENT DAY ACTIVITY LOG

This log documents a teacher's self-directed Professional Development activity on a recognized Pro-D Day. Teachers should be in attendance at school unless prior arrangements have been made.

Details of activity: (refer to Pro-D lens)_____

_____

_____

_____

_____

_____

_____

_____

Pro-D Rep Signature (Please submit to Pro-D Rep prior to the Pro-D Day)

E

TECHNOLOGY PURCHASE

Please describe how you plan to use this technology to support your professional development (ie: on-line courses – professional reading/access to computer programs/software/sites)

_____

_____

_____

_____

_____ _____

Pro-D Rep Signature Date

	PROFESSIONAL DEVELOPMENT DAY				INSTRUCTIONAL DAY
Section	Participating in a District Activity (Front Page Only)	Attending a conference or workshop (Front Page Only)	Participating in an Alternate Activity on a SD #19 Professional Development Day		
			In School	Out of School and/or Out of District	
A	Complete	Complete	Complete	Complete	Complete
B		Complete only if using leave beyond the non-instructional day			Complete
C		Complete if seeking reimbursement		Complete if seeking reimbursement	Complete if seeking reimbursement
D			Complete	Complete	Complete if not attending a conference, workshop or seminar