

Teacher Professional Development Special Request Preapproval

Please submit this form for preapproval at least two weeks in advance of circumstances or items that fall outside of Professional Development criteria and that you believe have a valuable learning purpose for your professional growth or specific teaching assignment.

Special Request:

Special Request Grants are available when individual funds have been exhausted or will be exhausted for a professional development expenditure.

Principles of Professional Development in School District 72

- Must meet the district guiding principles of Professional Development
- Maximum of \$500/request
- May apply once every 3 years
- Submit for preapproval at least 2 weeks in advance of event or for items that fall outside of the Professional Development criteria

Professional Development:

- Must be connected to and support student learning, wellness and achievement.
- Is a professional responsibility that includes teacher choice in activities guided by personal growth, school goals and the district strategic plan.
- Promotes a commitment to the development and enhancement of professional knowledge and skills that are connected to one's role as an educator.
- Encourages and supports teachers working together to reflect on their practice.

The Purpose of the Individual Pro-D spending account is:

- To provide a high level of teacher autonomy regarding their personal learning.
- To allow for learning in an area that does not directly align with school based or district based professional development but does meet the district guiding principles.

Important Information for Submission

What do I need to include for my Professional Purpose?

Please explain how this activity/resource relates to the professional development lens questions below.

- How does this activity/resource help me improve the work I do in my role as a teacher?
- Has this activity been voluntarily chosen?
- Does this activity jeopardize the autonomy of my colleagues?
- Does this activity meet obligations to colleagues, collective agreements, and our profession?

You are not expected to answer all, but they should be reviewed and considered in your response.

If you are preapproved, following the activity or purchase you will be required to complete and submit the [Teacher Professional Development Reimbursement](#) form and documents. Additional information here on supports for [Professional Growth](#).

Teacher Professional Development Special Request Preapproval

Name:		Date of Activity:	
Date:		Activity / Expense:	
Employee ID:		Location of event:	
School/ Location:			
Professional Purpose: Please tell us how this circumstance or item has a valuable learning purpose for your professional growth or specific teaching assignment. Please include how this item/activity relates to the BCTF PD Lens Questions of Relevancy, Responsibility and Autonomy. – Click here to access questions			

Funding Requested:		Individual Pro-D Account 1.1.109.3471.1
		*School-Based/ Location Pro-D Account 1.1.109.3470. _____
		Other Sources:
Total Preapproved:		Available prior to claim

*Signatures required when you travel and/or school/ location-based funds provided.		School/ Location Pro-D Rep
		School Administrator

Make a copy for your records and forward the originals through interoffice mail to Professional Development @ School Board Office. Or email to prod@sd72.bc.ca.

For Office Use Only:

Signature – Associate Superintendent	
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