



# PROFESSIONAL DEVELOPMENT DAY PLANNING FORM

*Professional development is a process of continuous growth, through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.*

\*If you plan on going out of district for Pro-D please remember to book off on the AMS under 'out of district/3<sup>rd</sup> party/other' and in the Details please provide;

GENERAL SECTION (BILLING PARTY)

Start Date: 09-Feb-2016      End Date: 09-Feb-2016  
 Absence Code: Out Of District/3Rd Party/Other      Status: Requested

Details \_\_\_\_\_ Please put n/a

Name of Party To Be Billed (OR n/a) \_\_\_\_\_ \* required Please put name of conference / activity

Destination \_\_\_\_\_ \* required

Destination of activity \_\_\_\_\_ Destination of activity

Details \_\_\_\_\_

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Planned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how this Professional Development will enhance your learning or student learning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location for Activity: \_\_\_\_\_

In the future I am interested in focusing on the following areas for Professional Development:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I would like to suggest the following workshop/facilitator: \_\_\_\_\_

\_\_\_\_\_

A/O Initials \_\_\_\_\_

Date Received by School PD Rep: \_\_\_\_\_

\*Once form is completed, go to top left to File, Save As and save on your desktop. Then email as an attachment\*