

**SOUTH BURLINGTON SCHOOL DISTRICT
SUPERINTENDENT'S OFFICE**

*****SUPPORT STAFF ONLY***
SUPPORT STAFF PROFESSIONAL DEVELOPMENT REQUEST FORM
INSTRUCTIONS**

If you have any questions with regard to the processing of the forms, please do not hesitate to contact the Superintendent's Office at 652-7390. Thank you!

(Pale Gold Form is used for a course or a workshop/conference)

Step 1:

Complete the Support Staff Professional Development Request form and have your supervisor sign it first, then your principal. Once you have received the required signatures, send your form to the Superintendent's Office with any required documentation from Step 2. (Forms may be sent through interoffice mail to the attention of Meg Collins.) Once the Director of Learning approves the funding, you will receive an email letting you know your course or workshop has been approved.

Step 2:

If you wish to have the district pay for your course, you will first need to register for the course and then submit a bill/invoice from the college/university to the Superintendent's Office for payment.

If you wish to have the Superintendent's Office pay for your conference/workshop, please submit a completed registration form and check the appropriate box on the funding form.

You may pay for any approved conference or course and receive reimbursement from the district. You will need to submit a receipt to the Superintendent's Office. The receipt should include the cost of the course/conference paid, along with how the invoice was paid. For example, check #389 or credit card ending xxx 8937. Support Staff are not required to show proof of grade.

Step 3:

Upon completion of the conference/workshop, submit an agenda and certificate of attendance to the Superintendent's Office.