

## PROFESSIONAL DEVELOPMENT GRANT APPLICATION

Please submit the application at least two weeks in advance of the deadline for registration. Applications will be considered in the order they are submitted, and funding is limited. Please fill out an Employee Absence Notification form and attach it to this application if you will need a substitute teacher. The stipend for a substitute teacher is \$70 per day, and this expense should be included in your itemized expenses below. Please print and submit the completed application to the Head of School.

Name:

Date of Application:

Title and Date(s) of Conference/Course/ Event:

Description of Conference/Course/Event:

Itemized Expenses:

Total Requested Funding:

Authorization by Head of School:

Date: