Request for Professional Development Funding

*Participant*

# 

# **Please complete this request form electronically, print and submit to the Curriculum Director. It will be forwarded to your divisional principal. Once signed, it will automatically be forwarded onto the HoS.**

**Name: Name of Conference:**

**Location:**  **Dates of Conference:**

**Dates Absent from School:**

* **Completed Leave Request on the HR Portal:**  **Yes**  **Not Yet**  **N/A**

***Estimated Costs*: USD**

* **Registration: USD**
* **Travel: USD**
* **Accommodation: USD**

**Total requesting: USD**

**Please answer the following questions:**

1. How is this Professional Development training related to the school-wide initiative?
2. How will this Professional Development training improve student learning?
3. Upon return, how will you share what you learned with the SSIS community?
4. List all Professional Development training that you have attended in the last 2 years funded by SSIS. Describe each experience, your learning, and how you shared it with the community.

|  |  |  |
| --- | --- | --- |
| Name of training | How did it impact learning? | How did you share out with the community? |
|  |  |  |
|  |  |  |
|  |  |  |

**Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Funding for this PD is** **from:**  Personal PD  School Paid: All Remaining funds after personal  IB/AP  School initiatives (technology, Assessment for Learning)  Others (please specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*PD expenditures are first covered by “personal” PD funds set aside by the school to support the professional growth of our faculty. The school will cover all remaining expenses from the school funds if the training is required by the school or judged to be in the interest of furthering SSIS initiatives.*

**\* Personal PD Balance prior to this workshop**

School pay overage:  Yes  No

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Curriculum Director                  Divisional Principal**

|  |
| --- |
|  |

**Application is: (a) Approved (b) Rejected**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of School**

**Application Process**

1. Complete the PD Request form

2. Complete the Leave Request on the [HR Portal](https://hr-portal.ssis.edu.vn/Portal/Login)

3. After approval, a scanned copy of PD request will be emailed to you and ccd to the Curriculum Office.

**Registration**

1. PD registration is the responsibility of the teacher to initiate, assistance can be received from Purchaser in the Business Office.

2. Registration at the EARCOS conference will be completed by EARCOS teacher representative on behalf of attendees.

**Travel and accommodation arrangements**

1. Travel and accommodation arrangements are the responsibility of the teacher; again, Purchaser can be of assistance.

**Billing and Reimbursement**

1. Official receipts in any currency must be obtained for all reimbursement requests. It must be a Red Receipts within Vietnam.
2. Ensure invoices are printed on hotel letterhead, including the school’s name and address. This is necessary to obtain reimbursement.