

Please send all completed forms (with building administrators' signature) to Jacque Meddles, MWMS.

Forms filed by Applicant

Application for Professional Development Committee Financial Assistance

Obtain from District Website – Classified/Professional Development
Fill out **completely** and must be signed by **your** building administrator.

**Recommendation is to submit prior to attending event to ensure there is money
for reimbursement!**

(Max Amount Staff=\$300)

Submit all forms to PSE President

Forms will be Forwarded to PSE Professional Development Chairperson

Procurement Requisition*
(If fees paid by District before PD)

Submit Proof of Attendance

(Any of the following within **5 days of return w/receipts**)

- Certificate of Attendance
- Conference Brochure
- Instructor's Statement/Signature
- Supervisor's Statement/Signature
- Transcript
- Any other form of proof of attendance

As well as all documentation (receipts) for any monies requested

All Professional Development must be completed and submitted
by **June 30th.**

Receive Approval/Denial from Professional Development
Committee Chair