

**Procedures for
Professional Development Training**

Professional development funds are set aside each year for the growth and development of staff based on identified needs in the school. Such needs are identified in the Single School Plan (Title 1) and through a case by case individual decision making process. Professional development that is necessary to complete jobs assigned in Alder Grove Charter School will be given priority over professional development that is non essential.

The purpose of Professional Development training is to acquire knowledge, skills, and competencies that are directly responsive to the needs of Alder Grove Charter School and support the vision, and mission of the school.

The following form will be filled out by the employee and turned in to the director at least 4 weeks before the intended Professional Development opportunity. Notification of approval will be given to the employee within 7 days.

Name: _____ Cost: _____

I am applying for the following Professional Development Training opportunity:

Sponsored by (Humboldt Office of Education, name of college, etc.):

Please describe the training and how it will enhance your job performance at Alder Grove:

Staff Signature: _____ Date: _____

Director Approval: _____ Date: _____