

Professional Development Form



**KELMSCOTT
JOHN CALVIN SCHOOL**

My heart I offer to You Lord - promptly and sincerely

This form is to be used for all Professional Development (PD) activities that teachers are involved in. The purpose of the form is to ensure balance in dividing PD time amongst staff, to keep an appropriate record of the PD activity of staff, and to be able to assess the cost of PD across Kelmscott John Calvin School.

Please complete and send to your Principal by email. (Do not use hard copies).

Teacher:

I wish to attend/have attended the following PD activity:

Activity:

Date(s):

Run by:

Time (hours): from **till**

Total Hours:

Cost of Activity (not including wages and / or relief): \$

Relief Required: **Yes**

No

Approved: **Yes**

No

If Not Approved Reason:

Principal: