
Parkland Professional Development Policy 2016-2017

Funding Formula:

- Teachers can request up to \$300 for reimbursement for personal expenses
- Teachers can submit multiple requests a year, so long as the total reimbursement does not exceed \$300
- Teachers can request one TTOC day for coverage for professional development purposes a year.
- Funds are allocated on a first-come-first-serve basis.

Professional Development funding request procedure:

1. Teacher requests forms from professional development rep.
2. Pre-Approval form must be completed and submit to the professional development rep in advance of activity. Failure to receive pre-approval may result in denied reimbursement requests.
3. Once approved, funds are held for the teacher until the activity has been completed. If the activity is canceled the funds are released back into the professional development fund.
4. After the activity has been completed, the teacher will submit original receipts for the activity and sign the completed reimbursement request form.
5. The completed forms will be submitted to the STA professional development rep.
6. A cheque will be issued by the STA and delivered to the school.