

**Professional Day Request Form**

All travel requires prior board approval, including a public vote, at a scheduled meeting of the board. No staff shall be allowed to attend a conference/workshop or submit a voucher for any reimbursement without this approval. Please pay attention to the dates of scheduled board meeting so you will be able to gain board approval prior to the event.

Employee: \_\_\_\_\_  Substitute required

Position: \_\_\_\_\_

Date of Workshop/Conference: \_\_\_\_\_

Location of Workshop/Conference:  
\_\_\_\_\_

Workshop/Conference Title and Explanation of its relationship to your position/  
responsibilities or professional development plan:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH CONFERENCE/WORKSHOP LITERATURE**

**REQUISITION REQUIRED WITH SUBMITTAL**

Expenses/If Applicable:  
Registration/Conference Cost: \_\_\_\_\_

Total Mileage \_\_\_\_\_ @ 31¢/mile = \_\_\_\_\_ (use **Mapquest** to identify the miles  
traveled from school location and attach printout)

Transportation Costs if not by car: \_\_\_\_\_  
Accommodation Costs: \_\_\_\_\_ = \_\_\_\_\_ /day x \_\_\_\_\_ days  
Meals \_\_\_\_\_ = Breakfast @ \_\_\_\_\_ Day  
= Lunch @ \_\_\_\_\_ Day  
= Dinner @ \_\_\_\_\_ Day

**Receipts are required for all submitted expenses.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_



**WARREN HILLS REGIONAL SCHOOL DISTRICT  
OFFICE OF CURRICULUM AND INSTRUCTION  
PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

**Please return to Curriculum Office for Professional Development tracking credit.**

Staff Member Name \_\_\_\_\_

Date of Professional Development Activity \_\_\_\_\_

Location of Professional Development Activity \_\_\_\_\_

Nature of Professional Development Activity (Please check one)

\_\_\_\_\_ Professional Workshop (Title) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Professional Meeting(Organization) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ School Visitation/Observation (School/District) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Workshop Facilitator (Check this if you presented a workshop) (Title/Location)\_

\_\_\_\_\_

\_\_\_\_\_ Graduate Course (Title/University) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Curricular Revision/Enhancement (Please specify) \_\_\_\_\_

\_\_\_\_\_

Please indicate Professional Development Standard(s) addressed with this activity:  
(Standards are listed on page 2.)

\_\_\_\_\_

**Please indicate the time duration of the activity in hours:** \_\_\_\_\_

Please provide a short description and evaluation of the activity:

## **NEW JERSEY PROFESSIONAL STANDARDS FOR TEACHERS**

The New Jersey Professional Standards for Teachers (and indicators) are also available at <http://www.nj.gov/education/njpep/standards/njpst/index.html>

### **Standard One - Subject Matter Knowledge**

Teachers shall understand the central concepts, tools of inquiry, structures of the discipline, especially as they relate to the New Jersey Core Curriculum Content Standards (CCCS), and design developmentally appropriate learning experiences making the subject matter accessible and meaningful to all students.

### **Standard Two - Human Growth & Development**

Teachers shall understand how children and adolescents develop and learn in a variety of school, family and community contexts and provide opportunities that support their intellectual, social, emotional and physical development.

### **Standard Three - Diverse Learners**

Teachers shall understand the practice of culturally responsive teaching.

### **Standard Four - Instructional Planning & Strategies**

Teachers shall understand instructional planning, design long- and short-term plans based upon knowledge of subject matter, students, community, and curriculum goals, and shall employ a variety of developmentally appropriate strategies in order to promote critical thinking, problem solving and the performance skills of all learners.

### **Standard Five - Assessment**

Teachers shall understand and use multiple assessment strategies and interpret results to evaluate and promote student learning and to modify instruction in order to foster the continuous development of students.

### **Standard Six - Learning Environment**

Teachers shall understand individual and group motivation and behavior and shall create a supportive, safe and respectful learning environment that encourages positive social interaction, active engagement in learning and self-motivation.

### **Standard Seven - Special Needs**

Teachers shall adapt and modify instruction to accommodate the special learning needs of all students.

### **Standard Eight - Communication**

Teachers shall use knowledge of effective verbal, nonverbal and written communication techniques and the tools of information literacy to foster the use of inquiry, collaboration and supportive interactions.

### **Standard Nine - Collaboration & Partnerships**

Teachers shall build relationships with parents, guardians, families and agencies in the larger community to support students' learning and well-being.

### **Standard Ten - Professional Development**

Teachers shall participate as active, responsible members of the professional community, engaging in a wide range of reflective practices, pursuing opportunities to grow professionally and establishing collegial relationships to enhance the teaching and learning process.



WARREN HILLS REGIONAL SCHOOL DISTRICT

REQUEST FOR LEAVE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Request Category:

SICK

VACATION

OPEN HOLIDAY

PERSONAL  
(Reason -- if required)

REPLACEMENT HOLIDAY  
(List holiday being replaced)

BEREAVEMENT

RELATIONSHIP \_\_\_\_\_

PROFESSIONAL

FIELD TRIP (CHAPERONE)

LIST FULL OR HALF DAY (am OR pm)

LIST FULL OR HALF DAY (am OR pm)

COMMENTS: \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DEPARTMENT ADMINISTRATOR/SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

DATE \_\_\_\_\_

SUPERINTENDENT \_\_\_\_\_

DATE \_\_\_\_\_

All signatures MUST review and approve this request BEFORE submission to the Superintendent