

ESCNJ Professional Day Request

Directions: Download this Professional Day Request form by right clicking the document and choosing "Save As" or by selecting the download/save a copy button, depending on your browser. Complete all required fields and save when complete. To finalize your PD Request, please create an absence through Frontline which should include the following items:

1. Include in the Frontline "Notes to Administrator" section the Title of the PD Event and the Requested ESCNJ Funded Dollar Amount (Enter \$0 if none).
2. Upload the workshop flyer and this request form in the Frontline "File Attachment" section.

Employee Name:

Program/School:

Position:

PD Date(s) include from:

To:

Workshop Title or Purpose of Professional Day:

Reason for Professional Day (Importance/relationship to job duties & responsibilities):

List your Individual Professional Development Goal(s) for this Request:

Identify NJ Standard for Professional Development (If Applicable):

Professional Day Expenses

If cost to the Board, will the PD provider accept an ESCNJ Purchase Order?

Registration/Expense:

Travel Allowance Requested:

Total Cost to ESCNJ: (If Any)

Total Cost to be Paid by Employee: (If Any)

Please Note: Upon Completion of this activity, staff are to submit a written Professional Development Report and turn-key the information learned to colleagues as requested by immediate supervisor.