

**WALLINGFORD  SWARTHMORE
SCHOOL DISTRICT**

Attendance at Professional Development Procedures

Teacher Guide

1. When a desired professional development has been identified, the employee should talk to the supervisor to discuss the possibility of going and also which budget will pay for it. The supervisor should work with the employee to verify which budget will cover the expense.
2. Upon verbal approval to step one, employee attending the professional development fills out the following forms and submits to his/her Supervisor:
 - a. *Pre-Approval for Attending Professional Development* form
 - b. A copy of the conference registration and payment information attached to the pre-approval form
3. Registration and payment for conference:
 - a. Registration occurs **after** the employee receives his/her copy of the approved *Pre-Approval for Attending Professional Development* form
 - b. ***Employee registers for the conference/workshop and contacts building secretary or Debbie Elias, (x1205) (if Curriculum & Education is paying), to initiate payment of registration fees***
 - c. Secretary of department/school paying for the professional development will receive purchase order verification from Business Office. Registration and payment can then be finalized.
4. After the Professional Development
 - a. Employee must complete a *Report of Conference Attendance Cover Page* and return it to the Human Resources Office.
 - b. Employee completes the *Reimbursement for Attendance at Professional Meetings* form and submits to the secretary of the department/school paying for the professional development.
 - c. Once the *Report of Conference Attendance Cover Page* and *Reimbursement for Attendance at Professional Meetings* forms are received, a reimbursement check is sent to the employee.

* Please note: All forms are available on the WSSD website. Under "Departments", click "Human Resources." Then click "District Forms."