



# Prairie Rose School Division – Professional Staff Request for Professional Development/Meeting Leave

NOTE: Request to be completed 4 weeks prior to date of leave

## SECTION A:

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 School: \_\_\_\_\_ Date of Leave: \_\_\_\_\_  
 Supervision:  Yes  No Type of supervision: \_\_\_\_\_ Time away from: \_\_\_\_\_ to \_\_\_\_\_  
 Substitute Required?  Yes  No  A.M.  P.M. Sub Costs to be Reimbursed by: \_\_\_\_\_  
 Billing Information: \_\_\_\_\_

## SECTION B: SUPERINTENDENT/CEO AREA OF RESPONSIBILITY (see reverse for complete details)

Sup. Special Initiatives (SI)  School Admin PD - CAP (PZ)  Prof. Growth Dev (PG)  W2B (WB)  
 Career Develop. (CD)  Health and Wellness (HS) \*complete Divisional Fund Request  Admin Council (AC)  
 MET (SD) Application  Adult Ed (AE)

## SECTION C: ASSISTANT SUPERINTENDENT AREA OF RESPONSIBILITY (see reverse for complete details)

COSL (CO)  IAA (AA)  Provincial Sports Rep MHSAA (RP)  
 EAL K-12 (EA)  Literacy K-8 (LD)  Inst. Leadership PD (PU)  
 ELA K-12 (EK)  Literacy w/ICT (ID)  Science Review (SE)  
 Exam marking (EX)  Music/Band (MB)  Divisional/Site-Based WHS/FA/CPR (WD)  
 French Rev. \_\_\_\_\_ (see reverse)  Numeracy K-12 (ND)  Zone Sports Meetings (SZ)  
 French Cultural (CU)  PE/Health (PH)  Meeting Other: \_\_\_\_\_  
 French Imm. PD (FD)  Prov. Exam Trainer only (PX) \_\_\_\_\_

## SECTION D: DIRECTOR OF STUDENT SERVICES AREA OF RESPONSIBILITY (see reverse for complete details)

Clinician PD (CP)  Clinician Meetings (CL)  School IEP (RS)  
 \*complete Divisional Fund Request  Guidance Counsel. Mtg (CG)  VTRA Training (VP)  
 Application  Resource (RM)  WEVAS (WP)

## SECTION E: SCHOOL ADMINISTRATOR AREA OF RESPONSIBILITY (see reverse for complete details)

Career Develop. Schools (CZ)  French Immersion ÉSE (FI)  School Development (DS)  
 (includes First Aid for students, Safe Workers of Tomorrow, & Skills Manitoba)  French Immersion SP (IG)  Site-Based WHS Meetings (PW)  
 French Immersion CE (FZ)

## SECTION F: COSTS & DETAILS

Session Title \_\_\_\_\_ Location \_\_\_\_\_  
 Mileage:  Yes  No Have you registered for this conference/?  Yes  No Registration Fee \$ \_\_\_\_\_ Other Costs \$ \_\_\_\_\_  
 Who is Responsible for Payment?  
 School PO #: \_\_\_\_\_  Employee to submit expense claim  Division Office, registration form must be attached

\*\*\*\*  
 \_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

### ADMINISTRATOR RECOMMENDATION

PD or Meeting is:  Required by Division  Requested by Employee  
 Recommend Leave Be:  Granted  Denied  
 Reason \_\_\_\_\_  
 \_\_\_\_\_  
 Administrator Signature  
 \_\_\_\_\_  
 Date

### DIVISION OFFICE COMPLETION

Leave  Granted  Denied  
 Reason \_\_\_\_\_  
 \_\_\_\_\_  
 Superintendent/Assistant Superintendent/Director of Student Services  
 \_\_\_\_\_  
 Date

Name of substitute: \_\_\_\_\_ ENTERED: Bellamy  Binder  Sharepoint  Principal's Absence Report

## List of PD/Meetings for Professional Staff requiring approval as follows:

### Superintendent/CEO:

**Superintendent/CEO Special Initiatives** – Specific to Admin PD (SI)

**Career Development** - Associated costs for approved workshops, conferences, and school visitations (CD)

**MET** – Manitoba Education and Training associated costs for approved workshops, conferences, etc. (SD)

**School Admin PD CAP Conference** – Registration and approved costs for the CAP conference (PZ)

**Health and Wellness** – Student and staff Health and Wellness initiatives related to Board Priorities (HS)

**Prof. Growth Dev.** – Associated costs for approved PGP workshops, conferences, and school visitations as approved by Superintendent/CEO in consultation with the School Administrator (PG)

**W2B** – Well-being Well-Becoming Project associated costs for Carman Collegiate (WB)

**Admin Council** – Specific to Admin Council meetings at DO (AC)

**Adult Ed** – Professional Development/meeting leaves specifically related to Midland Adult Education Centre staff (AE)

### Assistant Superintendent:

**COSL** – Registration and approved costs for COSL conference (CO)

**English as an Additional Language (K-12)** – Support for EAL Learners (meetings, PD, workshops, substitute cost for collaborative learning, and includes Teacher Leader Expenses) (EA)

**English Language Arts Implementation (K-12)** - Associated costs for the ELA implementation (meetings, PD, workshops, substitute costs for collaborative learning and includes Teacher Leader Expenses) (EK)

**Exam Marking** – Grade 12 provincial exams (release time for marking) (EX)

**French Revitalization** – Specific to schools who have received French Revitalization Funding –

- French Revitalization CC (FC)
- French Revitalization EC (FF)
- French Revitalization SPC (FN)
- French Revitalization CE (FE)
- French Revitalization MS (FM)
- French Revitalization ESE (FS)

**French Cultural** – Support for French Culture (committee meetings, PD workshops, collaborative learning) (CU)

**French Imm. PD** – Divisional support for French Immersion within the schools (committee meetings, PD workshops, collaborative learning) (FD)

**IAA (Indigenous Academic Achievement)** – Support for indigenous Academic Achievement (committee meetings, PD, Workshops) (AA)

**Literacy (K-8)** – Local and provincial support for Literacy K- 8 (meetings, PD, workshops, substitute cost for collaborative learning) (LD)

**Literacy w/ICT** – Local and provincial support for Literacy w/ICT (meetings, PD, workshops, substitute cost for collaborative learning) (ID)

**Music/Band** – Support for Music and Band (committee meetings, PD workshops, collaborative learning) (MB)

**Numeracy (K-12)** – Local and provincial support for Numeracy K-12 (meetings, PD, workshops, substitute cost for collaborative learning) (ND)

**PE/Health** – Support for PE/Health (committee meetings, PD workshops, collaborative learning) (PH)

**Provincial Exam Marker Training Only** – Release time for grade 12 provincial exam trainer only (PX)

**Provincial Sports Representative** – Release time for MHSAA and cost of AGM (provincial rep) (RP)

**Instructional Leadership PD** – Divisional Support for Instructional Leadership Development (committee meetings, PD workshops, collaborative learning) (PU)

**Science Review** – Support for Science Review (committee meetings, PD workshops, collaborative learning) (SE)

**Divisional Workplace Safety and Health/First Aid/CPR/AED** – Associated costs for divisional workplace health and safety meetings, First Aid/CPR/AED Certification, and Re-Certification. (WD)

**Zone Sports Meetings** – specific to PE teachers attending Zone meetings (SZ)

### Director of Student Services:

**Clinician PD** – Professional Development selected by Clinician pertaining to PGP (CP)

**Clinician Meetings** – specific to PRSD Clinical team, whole team, or Regional Meeting (CL)

**Guidance Counsel Meetings** - specific to PRSD GC team, or whole team meeting, including Healthy School committee (CG)

**Resource Meetings** – PRSD Resource Teacher meeting/workshop (RM)

**School IEP** – School based IEP planning or review meeting (RS)

**VTRA Training** – Violent Threat Risk Assessment (VP)

**WEVAS** – Working Effectively with Violent and Aggressive States (WP)

### School Administrator:

**Career Development for Schools** - Associated costs for approved workshops, conferences and school visitations (includes First Aid for Students, Safe Workers of Tomorrow, Skills Manitoba) (CZ)

**French Immersion ÉSE** – School related leaves for PD, meetings etc.related to French Immersion (FI)

**French Immersion SPC** – School related leaves for PD, meetings etc.related to French Immersion (IG)

**French Immersion CE** – School related leaves for PD, meetings etc.related to French Immersion (FZ)

**School Development** – Professional development related to “School Improvement Plans” (meetings, PD, Workshops) (DS)

**Site-Based Workplace Safety and Health** – Associated costs for site-based workplace health and safety meetings and inspections (PW)