



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/MET (SI) Adult Ed (AE) MET (SD)
 Career Develop. (CD) Principal Meeting (AC) MTS/MASS Conference (ST)

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

COSL/CAP (CO) French Rev. _____ (see reverse) Prof. Growth Dev* (PG)
 Divisional PLC's Singleton (DP) IAA (AA) * Complete Divisional Fund Request Application
 ELA K-12/New Curric. (EK) Literacy K-12 (LD) Prov. Exam Trainer only (PX)
 Exam marking (EX) Literacy w/ICT (ID) Inst. Leadership PD (PU)
 French Immersion ÉSE (FI) mRLC PD (ML) Divisional WHS/FA/CPR (WD)
 French Immersion SP (IG) Numeracy K-12 (ND) Zone Sports Meetings (SZ)
 French Immersion CE (FZ) Pre-Kindergarten (PK) Meeting Other: _____

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 Application Guidance Counsel. Mtg (CG) VTRA Training (VP)
 Resource (RM) WEVAS (WP)

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

Career Develop. Schools (CZ) School Development (DS) Site-Based WHS Meetings (PW)
 (includes First Aid for students, Safe Workers of Tomorrow, & Skills Manitoba)

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)

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

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

Principal Meeting – Specific to Principal meetings at DO (AC)

MTS/MASS Conference – February 27 & 28, 2020 (ST)

Assistant Superintendent:

COSL/CAP – Registration and approved costs for COSL and CAP conference (CO)

Divisional PLC's Singleton – Teachers working in divisional groups (ie. Science, music, IA, PE teachers) (DP)

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

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

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)

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)

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

Literacy (K-12) – Local and provincial support for Literacy K- 8 (meetings, PD, workshops, substitute cost for collaborative learning)

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

mRLC PD – Manitoba Rural Learning Consortium (ML)

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

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

Provincial Exam Marker Training Only – Release time for grade 12 provincial exam trainer only

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

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.

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)

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)