

PRO-D FUNDING APPLICATION FORM – TTOC Request

NWSS, District #40

Last revision October 2017

Refer to previously submitted FORM # _____

1. This form is to be used for **all requests for release time** for teachers to participate in personal professional development initiated by the individual or their department.
2. FORWARD THE ENTIRE FORM TO THE PRO-D BOX WHEN YOU HAVE COMPLETED ALL OF SECTIONS A-G. Photocopy for your own record.
3. This application **must be completed prior** to professional development activity. It is the applicant's responsibility request the TTOC. Please remember to select Pro-D Day Form Pre-Approved from the reason for absence dropdown box.

A. NAME: _____ Dept: _____ F.T.E. _____

B. Topic: _____

Place: _____ Date(s) of activity: _____

C. Funding Area: _____ Individual Pro-D Funds
 _____ Department Pro-D Fund
 _____ School General Pro-D Funds

D. Teacher On Call Required: _____ Yes _____ No _____ day(s) @ \$384.46 = \$ _____

Date _____ : _____ a.m. _____ p.m. Date _____ : _____ a.m. _____ p.m.

Date _____ : _____ a.m. _____ p.m. Date _____ : _____ a.m. _____ p.m.

E. TOTAL AMOUNT OF THIS CLAIM \$ _____

F. I acknowledge that the expenditures claimed on this form is entirely for PROFESSIONAL DEVELOPMENT (e.g.: NOT learning resources that will be used in the classroom) and that the information is complete, accurate and all receipts are attached.

Applicant's signature: _____ (date) _____

G. Acknowledgement: obtain these signatures, then submit to the Pro-D box.

Dept Head _____ (date) _____

(To be co-signed by a dept member when a dept head withdraws dept funds)

Principal _____ (date) _____

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(PRO-D COMMITTEE USE ONLY)

Cheque(s) issued: # _____

Transfer of Funds Form # _____

Processed: _____

\$ _____

Applicant's Account balance \$ _____

Department Account Balance \$ _____