East Marshall Community Schools
Staff Development Request Form
(Revised Dec. 5, 2018)
**** All forms need to be turned in by June 15th

Name:

Building: Date Submitted:

1) Support that meets the career development of individual teachers and is aligned with the Iowa Teaching Standards.
2) Research-based instructional strategies aligned with the school district's student achievement needs and the long range improvement goals established by the district.
3) Instructional improvement components including student achievement data, analysis, theory, classroom demonstration and practice, technology integration, observations, reflection, and peer coaching.

Type of Staff Development

Examples:

1.	Math	OUR, Cognitively Guided Instruction, Number Talks
2.	Science	STEM
3.	Literacy	Workshop Model, Words Their Way, Guided Reading, Second Chance Reading
4.	Curriculum	SDI, PBIS, Iowa Core
5.	Technology	Google Classroom, Technology Integration
6.	Other -	Please provide a detailed description of a staff development training/activity and how it relates to district goals.

Class Description:

Request:

Class Name:	Hours Attended:
Start date:	End date:
Fees:	

- If you have more than two workshop/course titles, please use multiple forms.

Teacher Quality Committee Approval:

Chairman Approval:	
Date:	

1. TQ calendar runs from July 1st through June 30th.
2. Process for Approval
    a. Must be submitted for prior approval to take the class (If you do not have prior approval, your request may be declined.)
    b. All forms have to be turned in no later than June 15th
3. Process for Reimbursement
    a. Class must be completed
    b. Transcript must be turned into district office. A copy will meet the need.
    c. Payment will be on the next pay period if all Process Reimbursement requirements are submitted to the district office by the 20th of the previous month. Example: For Dec. 20th payment on check, all processes must be satisfied by Nov. 20th.