



- Special requests can include the ROE PD, Collaboration with school/campus/community, specific to your license or content area, etc.
- Survey is sent out at the beginning of the year and priority is given for the Tech/SIP.
- Funding is limited to a certain amount each year so the earlier the request, the more likely there will be funds for it.
- If there are special requests for large amounts of money (4 people to middle school conference) those need to be planned out a few years out with less spending on PD.
- Priority is given to those conferences that have no additional cost (sub still needed) or those who have received grant funding or another funding source.
- National Conference – every other year and based on cost.
- If a staff member hasn't attended or presented in the last year than the staff member gets priority.
- Mandated Trainings that are required of a staff member will not require an approval process. (Diabetic Training)
- Record keeping on approval costs
- Possibility for PD to be partially funded