

ESCNJ Professional Day Request

When completing your PD request through Frontline please include in the “Notes to Administrator” section the **Title of the PD Event** and the **Requested ESCNJ Funded Dollar Amount** (Enter \$0 if none). Remember to upload the workshop flyer and this request form in the “File Attachment” section when creating the request in Frontline.

Employee Name:

Program/School:

Position:

PD Date(s) include from:

To:

Workshop Title or Purpose of Professional Day:

Reason for Professional Day (Importance/relationship to job duties & responsibilities):

List your Individual Professional Development Goal(s) for this Request:

Identify NJ Standard for Professional Development (If Applicable):

Professional Day Expenses

(Please note, workshops offered through the PDA should be reflected as a \$0 expense on this form)

If cost to the Board, will the PD provider accept an ESCNJ Purchase Order?

Registration/Expense:

Travel Allowance Requested:

Total Cost to ESCNJ: (If Any)

Total Cost to be Paid by Employee: (If Any)

Please Note: Upon Completion of this activity, staff are to submit a written Professional Development Report and turn-key the information learned to colleagues as requested by immediate supervisor.

Notes: