



# Jones College Prep Staff Development Request Form

For consideration all requests must be submitted by the due dates established by the principal.

Upon completion, e-mail this form as an attachment to your department chair for approval. Department chairs please e-mail to the Assistant Principal for Curriculum and Instruction so that it can be reviewed by the Council of Department Chairs. This group will determine how funds are allocated each year. Following final approval, requesting teacher must work with department members and the Payroll Clerk to ensure coverage of classes, Homecourt, etc.

*Personal information:*

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Date of Request: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

*Information about the staff development program:*

Name of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Sponsor of this Event: \_\_\_\_\_

Theme/Purpose of this Event: \_\_\_\_\_  
(Provide web-site address for information about this event- if possible)

*Connection to Jones College Prep:*

The mission of Jones College Prep is to help students develop themselves as leaders through a rigorous college preparatory program that focuses on educating the whole person.

How does this event connect with the mission of Jones College Prep?

How does this event help you/us address specific issues identified as areas for growth in the SIPAAA and/or testing data?

*Event cost:*

Cost to you: What expenses will you incur if this request is honored (be specific by item)? Indicate those items for which you wish to be reimbursed.

Cost to school:

For which periods will you need sub coverage?  
*Please see members of your department to arrange for class coverage where possible.*  
Class(es) will be covered by:  
For what other expenses are you requesting support from the school (be specific by item)?

*Attendance is dependent upon availability of funds. Be aware that sub costs can total over \$150 per day.*

Department chair approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon your return, you must email Julie Achettu a brief description of the event, what you learned, etc. Include pictures if possible. This will be posted on the Jones website.*

*Email Julie at [webmaster@jonescollegeprep.org](mailto:webmaster@jonescollegeprep.org) and copy [wright@jonescollegeprep.org](mailto:wright@jonescollegeprep.org). Thank you.*