

**SECC Application for PD Funds  
Office of Education**

**Professional Development Plan** – To be submitted to Office of Education

The professional development assistance is designed to support school improvement, increase the effectiveness of school leaders and teachers and ultimately increase student learning and academic success.

1. SECC Teachers can apply one time per calendar year.
2. A range of \$250-\$500 is available toward PD activity (paid after the professional development activity has taken place and after receipts have been submitted).
3. Must get local principal's approval before submitting.

Name of Educator: \_\_\_\_\_

School: \_\_\_\_\_

Department/Subject/Grade: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Topic Selected: \_\_\_\_\_

Professional Growth Activity:

- Date of Activity \_\_\_\_\_
- Budget: (include registration, travel, hotel, meals): \_\_\_\_\_
- List specific conferences, in-service, training, etc. Include course name, content and flyer or brochure. \_\_\_\_\_

Rationale: \_\_\_\_\_  
\_\_\_\_\_

Goal: Write a performance goal for your identified need, objective and what you will know and be able to do after PD activity: \_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Office of Education: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

SECC OE Signature: \_\_\_\_\_ Amt awarded: \_\_\_\_\_