

**Williams County School District #8  
111 7th Ave W, Williston, ND 58801  
701-572-6359**

**Application for Professional Development**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade:\_\_\_\_

The goal of staff development is to improve achievement for WCSD#8 students. Ideally, staff development should be sustained, intensive, of high quality, and involve as many staff and ultimately children as possible. Therefore, all staff members requesting professional development assistance are required to provide the following information:

Describe the type of professional development you are requesting. Include subject, area concentration, dates and follow-up activities.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Describe how this professional development activity will “improve (your) knowledge and skills, classroom instruction and student achievement.”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Describe how this professional development activity is tied to the goals of the District’s Strategic Plan or your building’s school-wide goals.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Outline your plan to share what you have learned with other staff members and include a timeline.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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All professional leave must be approved through the district Professional Leave Committee, so please submit your request well in advance of the anticipated leave dates. Requests for professional leave must be submitted on this form and emailed to the committee chair: Steve Guglich, [steven.guglich@k12.nd.us](mailto:steven.guglich@k12.nd.us) with “Professional Leave” in the subject.

Please attach the Williams County School District #8 Leave/Travel Request with the appropriate leave and dates included. If your request involves district funds please include the itemized expenses as indicated on the request.

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Signature Date