

Beach Haven School District

Professional Development/Workshop Justification

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee within 10 working days, a brief written report that includes the primary purpose of the travel, key issues addressed at the event, and their relevance to improving instruction of the operations of the school district. (*Board Policy 3240-Professional Development for Teachers and School Leaders*)

It's the understanding that all participating members will turn-key the presented information at a team and/or building meetings.

Name of Workshop

Date of Workshop

Workshop Description (attach additional sheets as necessary)

Signature

Date