

SPECIAL EDUCATION
Professional Development Request Procedures

Process for Submitting a Request

1. Employee completes: Professional Development Request Form
APS Request for Leave Slip
Attach **Complete** Conference Agenda
2. Immediate supervisor(s) signs the Professional Development Request Form and the APS Request for Leave Slip with appropriate signatures.
3. Obtain appropriate Specialist Approval.
4. Forward packet to the Finance Department at Coronado Complex.
5. A substitute will not be provided from these funds. You must obtain your substitute from your site location.

Deadline for Submission

Conference fee payment requests **6 weeks** prior to payment deadline. No exceptions.

Individuals may apply for only one conference to be paid during the current school year, utilizing Special Education funds.