

PDRA STIPEND REQUEST FORM

PROFESSIONAL DEVELOPMENT RECOGNITION AWARD

In accordance with the Tacoma Federation of Education Support Professionals, AFT Washington Local 461, AFL-CIO bargaining agreement, Section 11. 6. Pg. 14; Professional Development: "Successful completion of thirty (30) hours of approved course work aligned with the District and Building Strategic Goals entitles Education Support Professionals to a PDRA of \$400. Education Support Professionals are limited to two PDRA's per contract year, which may include one Education Stipends. **Questions:** PROFDEV@tacoma.k12.wa.us

Employee ID#	Name	Work Location	Position	School Year

Please do not list generic titles such as "building-training," or "PLC" unless you have supporting **documentation attached that indicates training content.** Include verification documentation for training that is not posted on the Professional Development website.

List all Training being applied towards this PDRA. Total hours must equal a minimum of 30 hours.

#	Training Title (please be specific)	Training Date(s)	Training Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total <u>carry-over hours from prior year</u> being used towards this PDRA (<u>list above</u>)			
Total hours from current year being used towards this PDRA			
Total Hours Submitted for this stipend			

By signing this form I **swear/affirm** that all of the Inservice hours listed were worked outside of my normal workday or during approved training time verified with my supervisor/evaluator.

Employee Signature

Date of Request

I verify and confirm that all of the trainings listed above align with District and Building Goals.

Principal/Evaluator Signature

Date Signed