

**JENKS PUBLIC SCHOOLS  
PROFESSIONAL DEVELOPMENT EVENT REQUEST WORKSHEET**

**Title of Event:** \_\_\_\_\_

**Target Audience:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ AM/PM **End Time:** \_\_\_\_\_ AM/PM

**Name of Presenter(s):** \_\_\_\_\_

**Location of Event (Site & Room):** \_\_\_\_\_ **Max # of Participants:** \_\_\_\_\_

**Credit Type:** \_\_\_\_\_ (professional growth, special education, Outreach to Parents, etc.)

**Will federal program resources be utilized for any of the following? Yes / No**

Program(s) being used: \_\_\_\_\_ (Title I, II, IIA, IID, III, IV, V, IDEA, ARRA, etc.)

- Contracting Presenter \_\_\_\_\_
- Stipends for Attendees / Amount: \$ \_\_\_\_\_
- Substitutes for Attendees \_\_\_\_\_
- Other (i.e. books, materials): \_\_\_\_\_

**Select At Least One Goal:**

**Goal: Achieve Excellence in the Five "A"s**

- |   |   |
|---|---|
| <input type="checkbox"/> Co-Curricular Organizations in Areas of the Five A's | <input type="checkbox"/> Healthy & Fit Schools Designations of Silver or Higher |
| <input type="checkbox"/> Improving four-Year Graduation Rate by 5%            | <input type="checkbox"/> Performance on OCCT and EOI Tests                      |
| <input type="checkbox"/> Reducing Out of School Suspension by 10%             | <input type="checkbox"/> Rigorous Coursework Encouragement                      |
| <input type="checkbox"/> Student Engagement Survey Instrument                 |   |

**Goal: Focus on Fiscal Stability**

- |   |  |
|---|--|
| <input type="checkbox"/> Conduct Bond Issue Task Force Process Annually | <input type="checkbox"/> Increase Select Finance Committee Members Annually  |
| <input type="checkbox"/> Maintaining a Fund Balance of 8%               | <input type="checkbox"/> Parent Legislative Action Committee membership Base |

**Goal: Realize a Vision for Tomorrow**

- |  |   |
|--|---|
| <input type="checkbox"/> Access to Interactive White Board & 2/1 Student/Computer Ratio        | <input type="checkbox"/> Ease of Access to Data for Informed Decision Making      |
| <input type="checkbox"/> Increase Involvement in Professional Development Opportunities by 20% | <input type="checkbox"/> Improving Aggregate Score for Communications Domain      |
|  | <input type="checkbox"/> Parent Involvement by Volunteer Hrs & Safe Homes Program |

**PLEASE RETURN THE COMPLETED EVENT WORKSHEET TO YOUR SITE PD CHAIR A MINIMUM OF TWO WEEKS IN ADVANCE OF EVENT. THANK YOU!!!**

I have received my principal's approval and copied my site's PD Chair prior to submitting this request.

\_\_\_\_\_  
Name of person submitting worksheet