

Title II-A Funds Request Directions-Charter Schools

2011-2012

Please read and follow these directions when completing your request for professional learning funded by Title II-A funds for the 2011-2012 school year. You may make requests for more than one professional development initiative on the Funds Request Form. **All funds requests must be approved before funds can be expended.**

You will be notified upon approval of your requested funds. All "paperwork" and specific actions related to accessing and expending funds in accordance with your approved budget. "paperwork" will be explained upon approval.

Line-by-Line Directions...

General information

1. Type the School Name, Contact Person and Phone Number, and Position of the Contact Person.

Activity

1. **Identify the professional learning activity.** Your school may participate in other professional learning activities that are scientifically researched based and have been identified as a need at your school. Please be specific with your activity description.

SMART Goal

1. **In the text box**, write a measurable outcome goal, using the SMART format, for each professional learning activity and how it is expected to improve student achievement.

Planning

1. School Needs Assessment (Protocol Standard 2.1.1): **In the text box**, briefly describe the needs assessment used for this professional learning activity.
2. School-wide Professional Development Plan (Protocol Standard 2.1.4): **In the text box**, identify what evidence did you use to determine that your professional learning activity is based on scientific research and evidence?

Learning

1. **From the drop down menu**, identify the learning focus area (see below). **In the text box**, briefly describe the learning process (how and when) for each professional learning activity.

Professional Development Focus Areas:

- Professional Learning Communities (Protocol Standard 2.2.1)
- Content Focus (Protocol Standard 2.2.2)
- Learning Strategies (Protocol Standard 2.2.3)
- Sustained Professional Learning (Protocol Standard 2.2.4)
- Use of Technology (Protocol Standard 2.2.5)

Implementing

1. **From the drop down menu**, identify how you are going to determine that educators are using the new knowledge and/or skills in their classroom teaching. (Protocol Standard 2.3.1)

Menu Options:

Action Research
Conferencing
Direct Observation
Lesson Demonstration
Oral/Written Reflection
Participant Product

2. **In the text box**, identify the support that will be provided during the implementation process, such as coaching/mentoring (Protocol Standard 2.3.2), Web-based resources and assistance (Protocol Standard 2.3.3) or other strategies that will support implementation.

Evaluating

1. **From the drop down menu**, identify how you will evaluate the impact of the professional learning activity in relation to improving student achievement. (Protocol Standard 2.4.3)

Menu Options:

Charts/Graphs of Student Progress
Checklists of Student Performance
District Developed/Standardized Test Results
Documented Transfer: Knowledge/Skill/Mental Model
Performance/Baseline Assessments
Portfolios of Student Work
School Constructed Student Test Results
Summaries of Observed Student Behavior

Cost

1. **From the drop down menu**, identify the GL Accounts for each activity and **in the text box**, indicate the amount requested.

GL Accounts Options:

4120000 Salaries to Train Participants (Cost out at \$8.50 per hour)
4121000 Salaries for Teachers as Presenters (Cost out @\$25.00 per hour)
4751000 Substitutes
4310000 Consultative Services Agreement
4331000 Travel for Training
4510000 Supplies for Professional Learning