



## PROFESSIONAL DEVELOPMENT DAYS REQUEST

ND DEPARTMENT OF PUBLIC INSTRUCTION  
 STUDENT SUPPORT & INNOVATION DIVISION  
 SFN 61092 (8/2016)

*Per ND Century Code 15.1-06-04.1, a school district may not schedule school-sponsored, school-directed, or school-related activities, including instructional time, during any day that the Superintendent of Public Instruction declares is in conflict with a professional development conference directed toward all teachers or all administrators and hosted by an educational organization in this state. The professional development days are limited to two days during a school year.*

*To formally request specific days be declared for professional development, complete this form **by October 1** and submit to the ND Department of Public Instruction's Office of Teacher and School Effectiveness prior to the school year in which the professional development days are requested.*

Educational Organization	Contact Person		
Mailing Address	City	State	ZIP Code
Email Address	Telephone Number		

Requested Dates for Professional Development	Location of Professional Development		
Name of Professional Development			
List which educators and anticipated numbers of educators who will attend. (Administrators, Classroom Teachers, Special Education Teachers, Indian Education Teachers, Title I Teachers, Paraprofessionals, School Board Members, Other School Staff)			
Explain the difference this professional development will make statewide in education and how it will impact educators and students.			
Name of Authorized Official		Title	
Signature		Date	

### For Department Use Only

Director Teacher & School Effectiveness	Date
Assistant Superintendent Student Support & Innovation	Date
State Superintendent	Date