BUT SCHOOL BOARD	Superior-Greenstone District School Board		
	Professional Development Opportunity Notification		
	Mandatory Attendance	Optional Attendance	
	Original Notification	Revised Notification <i>Revision Date:</i>	
The following Professional Development opportunity is available for:			
<ul> <li>School Administrators</li> <li>Teachers</li> <li>School / Board Secretaries</li> <li>Educational Assistants</li> <li>Early Childhood Educators</li> <li>Librarians</li> <li>Attendance Counsellors</li> <li>I.T. Staff</li> <li>Custodians</li> </ul>		nce Counsellors	
Initiative Name:	New Teacher Induction Program		
Event Title:	ndividual Teacher PD (Fill in name		
Date: will v	ary Time:		
Location: will v	ary		
(Location - advise if: On Site / Teleconference / Videoconference)  Event Co-ordinator: Shelley Gladu Initiative Code:			
For NTIP Teachers (and possibly their mentors) for release time for individual professional development activitites only. This form is NOT for mentoring activities. Codes: 1st year teachers & LTO's - 1501; 2nd year teachers & LTO's - 1502; all mentors- 1503 List any pertinent informaton about the event:			
Additional Information:			
Permission to use NTIP funds for such activities must be given by NTIP Board Lead prior to completing this form.			

H12-006 forms MUST also be completed by the teacher and signed off by the school administrator on behalf of Shelley Gladu each time a teacher uses release time for an individual PD activity. This initiative funds will cover expenses such as supply costs, travel costs, meals, accommodation as based on the board policy. It will not cover teacher salary.

## Invoicing (to be completed by all staff requiring the issuance of an invoice):

Name/Company:	
Address:	
Phone Number:	
Please atta	ch reimbursement quidelines - Invoice cannot be sent without these.

E-mail this form to Andrea Gauthier at agauthier@sgdsb.on.ca advising of the opportunity.

Board Office Use Only: Event posted to Professional Development and Committee Events List