

Diman Regional Vocational Technical High School

Fall River – Somerset – Swansea – Westport

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TO: All Faculty
FROM: Brian S. Bentley, *Assistant Superintendent-Director/Principal*
SUBJECT: **Professional Development & Reimbursement Procedures & Forms**

Teachers and administrators have the responsibility of performing Professional Development as required by Massachusetts law in order to maintain their license. The responsibility of documenting such Professional Development to the satisfaction of the Department of Elementary and Secondary Education is also that of the teacher or administrator. Faculty seeking **re-imburement** for Professional Development are to follow the guidelines below:

- 1—Obtain **PRIOR** approval of the Superintendent-Director. This is accomplished by:
 - Completing a Professional Development form, specific for **ACADEMIC** Teachers or **VOCATIONAL** teachers
 - Attach a copy of the Professional Development activity, or write the description of the activity if there is no copy available
 - CIRCLE the request for tuition reimbursement. (*if you are seeking reimbursement*)
- 2—Submit the PRIOR approval form to the Assistant Superintendent-Director/Principal for review and completeness.
- 3—Faculty are responsible for payment of the Professional Development activity unless otherwise notified by the Superintendent-Director.
- 4—After completing the Professional Development activity, submit all documentation to the Assistant-Superintendent Director/Principal with reimbursement form(s). Documentation must include evidence of payment, evidence of successful completion or attendance, a narrative as to how the activity will be used in your program to improve teaching and learning and/or linked to your frameworks, and any allotted mileage/housing reimbursement.

To obtain the necessary forms, bring this page up in your computer and click on the form you need. Print out the form(s), complete as required and submit for approval.

For an **ACADEMIC** Professional Development form – click [HERE](#)

For **VOCATIONAL** Professional Development forms - click [HERE](#)

For a paper **REQUISITION / REIMBURSEMNT FORM** - click [HERE](#)

For a **Mileage Form** - click [HERE](#)

For a **Salary Increment Form** – click [HERE](#)

These forms are PRINT ONLY. Once completed, submit for approval