

PROFESSIONAL LEARNING FUNDING PROCESS

DIRECTIONS FOR **BOOK STUDIES & RESOURCES**

(effective September 1, 2018)

APPLICATION PROCESS:

Step 1: Submit **ALL** completed forms with the required documentation to the Archdiocese **AT LEAST 4 WEEKS IN ADVANCE**. They should be mailed or brought to The Pastoral Center, 3940 Poplar Level Road, Louisville, KY, 40213, ATTN: Debbie McGillicuddy or Terry Crawley unless directed otherwise by the Archdiocese of Louisville.

Step 2: Complete **ALL REQUIRED** Professional Learning Funding Request Forms listed. These forms can be found on the archdiocesan website at www.archlou.org.

A. Archdiocese of Louisville Professional Learning Funding Request Form

1. Please note that the school's Instructional Improvement Plan or the PGP(s) of the person(s) requesting the funding **MUST** accompany the request form. Failure to do so will delay the approval process.
2. The person requesting the funding must be identified by name and position s/he holds in the school. If more than one person is requesting funding a list of ALL individuals' names and positions must be included with the request form. Failure to do so will delay the approval process.
3. The principal must complete the *Principal's Comments* section AND sign the form. Failure to do so will delay the approval process.

B. JCPS Title II Part A Funds Needs Assessment Form

1. Please note: JCPS will **ONLY** accept information contained on this form. Therefore, **NO** attachments to this form will be accepted.
2. The JCPS Form must be completed in its entirety with **ALL** requisite signatures. Failure to do so will delay the approval process.
3. When completing the first box on the second page of the form, the data listed **MUST** be local/school data (i.e. test data, eWalk data, anecdotal evidence, etc.) and it **MUST** relate to student achievement/progress. If it is not, the form will be returned for revision.

C. Archdiocese of Louisville Form B: Funding Request for Books and Resources

1. Please note that unless directed otherwise by the Archdiocese, **ALL** books and resources **MUST** be purchased through and by JCPS. Schools will not be reimbursed for any purchases they may have made.

Questions may be directed to Terry Crawley (tcrawley@archlou.org) or Debbie McGillicuddy (dmcgillicuddy@archlou.org) at 585-3291.

08/06/18