

PROFESSIONAL DEVELOPMENT PRE-APPROVAL REQUEST

Name of Workshop/Training/Conference: _____

Type of PD: In District Out of District but In State Out of State Students Attending

Date of PD: ____/____/____
Month Date Year

Day: S M T W Th F S

Is this a contract day? yes no

Is this a student contact day? yes no

Time: _____ to _____ Number of PD hours requested: _____ Description of PD attached: _____

Location of Training: _____ Name of Instructor: _____

Description of Training: _____

Number of Subs _____ Person(s) Attending: _____

Funding:

Alternate Funding Complete and attach the alternate funds request form found on the pd webpage. Send funding form with this preapproval to the appropriate CAO director for alternate budget approval) . Alternate Funding Approved

Building Funding: no funds needed attendee will pay building fund

Administrator's signature below indicates approval of professional development and compliance with all funding guidelines for expenditures from building funds. Substitutes are the responsibility of the building administrator.

Total Amount Requested: _____ **Building Fund Category:** _____

(check applicable expenditures)

Conference Fee

Meals

Hotel

Mileage

Airfare

Other _____

Dates of Travel: to: _____ return: _____

Person Submitting Request / Date

Principal/Supervisor Signature / Date

Submit form and attachments to CAO in time for approval PRIOR to the event. Failure for prior approval may result in no professional development credit being awarded.

CAO/PD Review: Original at CAO: _____ Copy to Principal: _____ Copy to Alternate Funding: _____

Approved _____ Disapproved _____ Incomplete information/Resubmit: _____

Approved: building principal or CAO facilitator responsible for sign in sheets, documentation of attendance with a copy of the preapproval form and final product (if applicable). Teacher posts credit to Shoebox.

Sign in Sheet required Preapproval Number: _____

Submitted sign in sheet to CAO for final PD credit to be granted with paper documentation. Teacher will post in Shoebox.

Shoebox number: _____ Register electronic / presenter prints sign in sheets and returns to CAO:Payne.

PD credit is posted electronically to the teacher's Shoebox. No other documentation required.

Approved: Non District Provider-attendee is responsible for attaching documentation of attendance from provider to a copy of this form and posting credit to Shoebox

Request for out of state/out of country travel Superintendent: _____

CAO/PD Administrator

Date