

OnLine Professional Development Preapproval Form

This preapproval form is required for all courses taken online.

During the school year, it should be signed by an administrator. During the summer, the form will be accepted without an administrator's signature.

Name: _____ School: _____

Grade and Subject Currently Teaching: _____

Title of Online Course: _____

Course # (Required) _____ Number of PD Hours Requested: _____

Provider of Course: IDEAS Other*: _____

Type of PD: Regular PD hours Make up missing PD hours
 Individual PGP 6 hours for personal goal Medical Leave
 Late Hire Required for Licensure

Beginning Date of course: ____/____/____ (PD calendar year is June 1-May 31)

Requesting PD credit for which Cabot school year: _____

Directions:

- Submit a preapproval form with administrator's signature to CAO.
- Complete the course

Documentation:

- Print the documentation from IDEAS upon completion of the course. If other provider, print the documentation from that provider.
- Attach documentation to this preapproval
- Enter information in Shoebox for PD credit
- Retain preapproval and documentation for PD checkout

*All expenses for online professional development are the responsibility of the teacher. *This professional development must be completed off contract time. You may not work on this course during school hours.

Signature of Person Submitting Request

Principal/Supervisor Signature

Date _____

Date _____

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Approval for Online Professional Development

***Approved: _____

Disapproved: _____

Incomplete /Resubmit: _____

Director of Professional Development

Date