



## OUT-OF-COUNTY, ONLINE OR ALTERNATIVE PROFESSIONAL DEVELOPMENT ACTIVITY APPROVAL FORM

In order for the district to track and verify professional development, you must use this form to obtain approval for any out-of-county, online or alternative professional development events. Please fill out the form in its entirety and obtain principal approval before attending event. Once complete, send completed form **with appropriate documentation of attendance** to:

Dickson County Board of Education  
Attn: Kim Bishop-Elementary and SPED, Debbie Jarman-Secondary and NDA  
817 N. Charlotte Street, Dickson TN 37055

### ATTENDEE INFORMATION

Name \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

### DESCRIPTION OF PROFESSIONAL DEVELOPMENT ACTIVITY

Title \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PD/CEU Hours/Points Requested \_\_\_\_\_

### DOCUMENTATION OF ACTIVITY

Please provide a copy of your attendance documentation with this form. This is required.

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Certification of attendance            | <input type="checkbox"/> Transcript  |
| <input type="checkbox"/> Agenda with dates, times and presenter | <input type="checkbox"/> Other _____ |
- signature \_\_\_\_\_

### APPROVAL OF SUPERVISOR

- |   |   |
|---|---|
| <input type="checkbox"/> Approved _____(initials) | <input type="checkbox"/> Not Approved _____(initials) |
|---|---|

Supervisor's signature \_\_\_\_\_