



DICKSON COUNTY SCHOOLS
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 the event. Once you have completed the professional development training, turn the completed form and attendance documentation in to your principal to be included in your personnel file.

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 signature | <input type="checkbox"/> Other _____ |

APPROVAL OF SUPERVISOR

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

Supervisor's signature _____