



## 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 you have complete 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<br>signature | <input type="checkbox"/> Other _____ |

### APPROVAL OF SUPERVISOR

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

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