

# WASHINGTON NORTHEAST SUPERVISORY UNION PROFESSIONAL DEVELOPMENT ACTIVITY APPROVAL FORM

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SUBMIT THIS FORM FOR APPROVAL TWO WEEKS PRIOR TO EVENT. BE SURE TO SUBMIT A LEAVE REQUEST TO THE SCHOOL SECRETARY AS WELL. REQUIRED DOCUMENTATION FOR CENTRAL OFFICE: PROFESSIONAL DEVELOPMENT ACTIVITY APPROVAL FORM; DESCRIPTION OF COURSE OR WORKSHOP; DOCUMENTATION SHOWING COST OF REGISTRATION/TUITION FEE; PURCHASE ORDER FOR REGISTRATION/TUITION FEE.

EMPLOYEE NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

EVENT: (COMPLETE SECTION 1 OR 2) PURCHASE ORDER # \_\_\_\_\_

SECTION 1: COURSE – TITLE: \_\_\_\_\_

DATE(S) OF COURSE: \_\_\_\_\_ ACADEMIC CREDIT: \_\_\_\_yes \_\_\_\_no

COLLEGE/INSTITUTION: \_\_\_\_\_ # OF CREDITS: \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_ TOTAL LAB FEE COST: \$ \_\_\_\_\_

*Contact Central Office HR Coordinator for current tuition rate and your credit status*

SECTION 2: CONFERENCE/WORKSHOP – TITLE: \_\_\_\_\_

DATE(S) OF CONFERENCE/WORKSHOP: \_\_\_\_\_ REGISTRATION FEE: \$ \_\_\_\_\_

**ANTICIPATED EXPENSES FOR REIMBURSEMENT (may include):** Lodging, Travel, Mileage, Meals. *Note: Reimbursement requires itemized receipts and a mileage claim form. Submit all receipts following attendance of conference/workshop to central office. Complete a Purchase Order and attach Receipts.*

Please describe how this activity will contribute to the four goals for the Continuous Improvement Plan. # 1 Student engagement #2 Students know and understand where they are on the Learning Continuum # 3 Student growth - One year growth in ELA and Math. #4 Tiered System of Supports for Students:

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Please describe how this activity will contribute to student achievement

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*By signing below, I agree to the terms of Article 13.3 of the teacher's collective bargaining agreement to reimburse the school district if the course completion documentation is not submitted to Central Office; Certificates of Attendance for conferences/workshops must also be submitted to central office.*

EMPLOYEE SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

SPECIAL SERVICES DIRECTOR (IF NEEDED): \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CURRICULUM DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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DIRECTIONS FOR PROFESSIONAL DEVELOPMENT APPROVAL PPROCESS

***ALL FORMS AND APPROVALS MUST BE SUBMITTED NO LATER THAN TWO WEEKS PRIOR TO THE EVENT***

***SEPARATE FORMS REQUIRED FOR EACH ATTENDEE***

***PLEASE DO NOT REGISTER FOR YOUR EVENT BEFORE YOU RECEIVE APPROVAL FROM ALL REQUIRED SIGNATORIES***

***NOTE: SPECIAL EDUCATION STAFF (SPECIAL EDUCATORS, SPEECH-LANGUAGE PATHOLOGISTS, OCCUPATIONAL THERAPISTS, SPECIAL EDUCATION PARAPROFESSIONALS) MUST GET APPROVAL OF THE SPECIAL SERVICES DIRECTOR IN ADDITION TO THEIR BUILDING PRINCIPAL***

There are four items that need to be submitted for a Professional Development event:

- 1) Professional Development Approval Form – to be approved/signed by your Principal (and Special Services Director as applicable-see above)
- 2) Course or conference/workshop description – attach this to your Professional Development Form
- 3) Documentation showing cost of registration or tuition fee – attach this to your Professional Development Form
- 4) Purchase Order to pay for registration or tuition fee & documentation showing cost – to be approved/signed by your principal, attach to your Professional Development Form
  - a. Once your Principal (and Special Services Director, if needed) has approved all forms they will be submitted to Central Office for further approval/signature from the Curriculum Director and Superintendent.
  - b. Once ALL approvals/signatures have been obtained, you will be notified by the Central Office. **At that time, you will be ready to register for your event.**
  - c. Following your attendance and successful completion of the event, please submit Certificate of Attendance, and/or Grade Report and/or Transcript to Central Office.