

WASHINGTON NORTHEAST SUPERVISORY UNION PROFESSIONAL DEVELOPMENT ACTIVITY APPROVAL FORM

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:

Please describe how this activity will contribute to student achievement

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: _____

WASHINGTON NORTHEAST SUPERVISORY UNION
PROFESSIONAL DEVELOPMENT ACTIVITY APPROVAL FORM

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.