

WASHINGTON NORTHEAST SUPERVISORY UNION PROFESSIONAL DEVELOPMENT ACTIVITY APPROVAL FORM

SUBMIT THIS FORM TO YOUR PRINCIPAL **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; PURCHASE ORDER FOR REGISTRATION OR TUITION FEE.*

EMPLOYEE NAME(S): _____

TODAY'S DATE: _____ SCHOOL: _____

EVENT: (complete section 1 OR section 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 ACHIEVEMENT OF YOUR STUDENTS AND THEIR MASTERY OF VERMONT GRADE EXPECTATIONS:

PLEASE DESCRIBE HOW THIS ACTIVITY WILL FURTHER YOUR SCHOOL'S ACTION PLAN AND HOW THIS ACTIVITY IS CONNECTED TO YOUR PERSONAL GOALS.

By signing below, I agree to the terms of Article 13.3 (Twinfield) or Article 12.3 (Cabot) of the teacher's 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: _____

PRINCIPAL SIGNATURE: _____ DATE: _____

CURRICULUM DIRECTOR SIGNATURE: _____ DATE: _____

SUPERINTENDENT SIGNATURE: _____ DATE: _____ 91

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DIRECTION FOR PROFESSIONAL DEVELOPMENT APPROVAL PPROCESS

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

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

- 1) Leave Form – to be approved by your principal and submitted to your school Sub Coordinator
- 2) Professional Development Approval Form – to be approved by your principal and submitted to Central Office for Curriculum Director and Superintendent approval
- 3) Copy of Course or conference/workshop description – attach this to your Professional Development Form and submit to Central Office
- 4) Purchase Order to pay for registration or tuition fee – to be approved by your principal, attach to your Professional Development Form and submit to Central Office

Purchase Order Procedure:

- 1) Sign Out a Purchase Order Form
 - a. Purchase Orders are located at the school office and the central office
 - b. Requester verifies that the log and purchase order number correspond
- 2) Complete the Purchase Order with the following information
 - a. Vendor Name, Address, Phone & Fax
 - b. Activity describing the course, conference or workshop and the Total Cost
 - c. Sign and Date the Purchase Order
- 3) Obtain approval, signature of your principal

Professional Development Approval Procedure:

- 1) Submit the following to your principal and Central Office
 - a. Professional Development Approval Form; Course or Conference/Workshop Description; Purchase Order
 - b. Your principal must approve, sign the Professional Development form and Purchase Order **two weeks in advance of the event.**
 - c. All three forms must be attached and submitted to Central Office for further approval from the Curriculum Director and Superintendent.
 - d. Once ALL approvals have been obtained, you will be notified by Central Office. At that time, you will be ready to register for your event. In the case of college course for credit, Central Office will write a letter to the institution informing them of the tuition rate we will pay. A copy of this letter will also be given to you.
- 2) Submit Certificate of Attendance and/or Transcript to Central Office following your attendance and successful completion of the event.

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