

Professional Development Course Approval and PD Day Request Forms

Prior Approval of a Course form and Request for Professional Day form procedures:

- Complete the form in its entirety. Be sure the form is for the current school year.
- Requests should be submitted at least 2 weeks before date of the course or workshop. Prior approval is required for courses for which tuition reimbursement and/or credit toward advancement on the salary schedule is requested. Failure to do so may result in the course not being approved.
- Attach a copy of the course/workshop description or syllabus to the form, it is needed for approval.
- Be sure to obtain the signature of your building principal and your director/coordinator (where applicable)
- Submit completed form to the Assistant Superintendent's Office at Central.

If you are requesting reimbursement

- A purchase order will be sent to you. This is for your information only. The PO indicates monies have been encumbered for your reimbursement. Do not use it as payment for the course or workshop.
- Upon successful completion of the course or workshop, submit proof of payment (front and back of canceled check, copy of credit/debit card statement or cash receipt).
- Submit grade/transcript/certificate of attendance.
- Submit copy of the signed prior approval or professional day form.
- Reimbursement receipts should be submitted within 3 weeks after the course or workshop is completed.