

# Woodland Park School District

## External PD Approval Form

Woodland Park School District encourages a variety of professional development opportunities for staff throughout the year. This form is required when submitting documentation from professional development opportunities not sponsored by the District (i.e. workshops, conferences, webinars, etc.).

Pre-approval by the building principal and/or direct supervisor is recommended to ensure the use of these PD opportunities for salary or remuneration considerations.

To receive credit, this form must be attached to any documentation dated 9/1/15 or later and submitted to the Central Office for final approval. Documentation (i.e. certificate from an event) must include the topic, date, and number of hours or credits earned. Final documents will be placed into the staff personnel file. Please note that these opportunities will not be listed on a District transcript.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Bldg/Assignment: \_\_\_\_\_

Semester Hours or Contact Hours Earned: \_\_\_\_\_

Description of Professional Development Activity:

Description as to how this relates to your assignment:

Principal or Direct Supervisor Approval with Date:

Central Office Approval with Date: