

Woodland Park School District

Independent PD Approval Form

Woodland Park School District encourages a variety of professional development opportunities for staff throughout the year. Staff working on special projects related to their teaching assignment and/or professional goals may submit a proposal for independent work. Staff may earn up to 2 credit hours (30 contact hours) per year.

In order for credit to be awarded all projects must be pre-approved:

- Staff member or team writes a proposal including the scope of work and plan for implementation and evaluation.
- Building principal or supervisor signs off on the proposal.
- Proposals are sent to the Central Office for pre-approval.

The following must be completed for final approval and for credit to be awarded:

- Copies of work projects are submitted/shared with team members (if applicable), Principal/Direct Supervisor, and Central Office.
- Meeting with Principal/Direct Supervisor, or designee, to review project and discuss implementation.

Staff Member: _____

Date: _____

Bldg/Assignment: _____

Proposed Semester/Contact Hours: _____

	<u>Pre-Approval & Date</u>	<u>Final Approval & Date</u>
Principal or Direct Supervisor:		
Central Office:		

Final Hours Approved: _____