

# Woodland Park School District

## Building Level PD Approval Form

Woodland Park School District encourages a variety of professional development opportunities for staff throughout the year. Building level PD requests might include before/after school professional book studies or staff development around building identified goals, literacy, math or technology.

Credit is awarded based on the amount of class time and at the discretion of the facilitator. A .5 semester credit is equal to 7.5 contact hours of professional development time, 1.0 semester hours is equal to 15 contact hours of professional development time, etc. Facilitators are responsible for keeping attendance, summarizing professional development activities and verifying credit/hours for each individual at the completion of the activity. All final paperwork (attendance and summaries) must be completed and turned in to Central Office by June 1<sup>st</sup>. Upon final approval, credit/hours will be documented on the District transcript and placed in personnel files.

The following information must be completed and pre-approved by Central Office prior to the start of the course.

<b>Course Title:</b>		<b>Proposed Semester/Contact Hours:</b>	
<b>Facilitators:</b>			
<b>General Date(s)/Time(s):</b>		<b>Location:</b>	
<b>Description of Professional Development Activity:</b>			

	<u>Pre-Approval &amp; Date</u>	<u>Final Approval &amp; Date</u>
<b>Central Office Approval:</b>		

**Final Hours Approved:** \_\_\_\_\_



