

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).

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 and submitted to 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: _____ Date: _____

Central Office Approval: _____ Date: _____