

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. Independent work may include projects, webinars, and/or on-line courses. Staff may earn up to 40 contact hours per year. Hours must be completed during the year **September 1 through August 31**.

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 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. Certificates of completion are required for webinars and on-line courses. Must indicate the number of contact hours earned.
- Meeting with Principal/Direct Supervisor, or designee, to review project and discuss implementation.

Staff Member: _____

Date: _____

Bldg/Assignment: _____

Proposed Contact Hours: _____

	Pre-Approval and Date	Final Approval and Date
Principal or Direct Supervisor:		
Central Office:		

Final Hours Approved: _____