

REQUEST FOR PRIOR APPROVAL OF NON-DISTRICT SPONSORED
PROFESSIONAL LEARNING HOURS

PERSONAL INFORMATION:

Name: _____ Social Security #: _____
School: _____ Subject/Grade: _____

WORKSHOP INFORMATION (needs principal approval only):

The workshop portion of this form must be completed and approved by the Principal prior to teacher participation in workshops in order for the hours to count toward the 50 hours required of teachers to be considered for a pay increase.

This form need not be completed for District-sponsored workshops or for approved school-based workshops provided the workshops you attend were designed for teachers in your content area/field.

Title of Workshop: _____
(attach description, if available)

Date(s) of Workshop: _____

Location: _____ Time(s) of Workshop: _____

Total Hours Requested: _____ Number of GT Hours Requested: _____

Sponsor: _____

Principal's Signature: _____

COLLEGE COURSEWORK: The college coursework portion of this form must be completed and approved by the Principal prior to enrolling in college courses in order for professional learning hours to be considered.

Title of Course: _____

Number of Coursework Hours: _____

Semester (Fall/Spring/Summer): _____ Year: _____

College/University: _____

Seeking Certification or Endorsement? _____ If so, specify: _____

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STAFF LEARNING APPROVAL: _____ Yes _____ No

Signature — Principal

Date

*This form is only to be used for requesting **Professional Learning hours**. The "Workshop Information" and "College Coursework" boxes (above) require principal approval.*