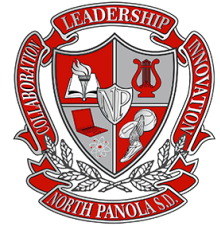


NORTH PANOLA SCHOOL DISTRICT

"Leadership Collaboration Innovation"

Dr. Wilner Bolden III, Superintendent



Protocols for Requesting Professional Development

****Please note that all steps must be completed for professional development requests to be considered ...**

- I. Faculty members requesting to attend a professional development session must complete the fillable district Professional Development Request and Federal Programs Professional Development Justification forms in their entirety from the NPSD website. The form is located under the FORMS tab.**
- II. Faculty members must also submit a copy of the registration confirmation of the conference/workshop being requested.**
- III. Faculty members should submit a printed copy of the leave request from Active Resources.**
- IV. Faculty members should complete a requisition for travel/per diem (if applicable) and a copy of the reservation for hotel accommodation (if applicable).**
- V. All aforementioned documentation should be signed by building principals and forwarded to the Director of Academics/Student Support. After review of the documentation, the approval status will be updated.**
- VI. All documentation will then be forwarded to the Superintendent, where the final approval status will be updated. A copy of the Professional Development Request Form will be forwarded to the faculty member/principal who submitted the request.**

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Professional Development Request Form

Name:

School:

Date Submitted:

Date of Event:

Location:

Title or Topic of Session:

District Initiatives/Goals/Topics Addressed:

How many professional development sessions have you attended this year?

Will you be requesting transportation from the district?

Estimated Cost of Attendance (**must match attached requisitions**)

Registration:

Meals:

Hotel Accommodations:

Travel:

Teacher Signature:

Date:

Principal Signature:

Date:

Director of Academics/Student Support Signature:

Date:

Federal Programs/District Signature:

Date:

***Attach documentation for conference/sessions/etc.**

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***For Office of CIA Use Only**

Required Documentation

Verification of

Receipt

Professional Development Request Form	
Federal Programs Professional Development Justification Form	
Conference/ Workshop Registration Confirmation	
Printed Copy of Leave Request from Active Resources	
Requisition for Travel/ per diem (if applicable)	
Copy of reservation for hotel accommodation (if applicable)	

Professional Development Request

_____ **Approved** _____ **Denied**

Superintendent's Signature: _____ **Date:** _____