

## Checklist for Submitting Requests for Professional Development

### Teachers:

Please complete the following checklist prior to requesting professional development:

- \_\_\_ Complete a *Request for Professional Development* form.
- \_\_\_ Make a copy of the workshop/seminar brochure. (One copy is attached to the *Request for Professional Development* form, and one copy is for your records.)
- \_\_\_ Make a copy of the **COMPLETED** workshop/seminar registration form. (One copy is attached to the *Request for Professional Development* form, and one copy is for your records.)
- \_\_\_ Complete a *Request for Non-Sick Leave Absence* form.
- \_\_\_ Staple together **ALL** of the above documents.
- \_\_\_ Send **ALL** of the documentation to your principal for approval. The principal will sign the two request forms and will forward the stapled documents to the appropriate Title program administrator.

The documents listed above must be submitted for **EACH** person attending the professional development activity. For example, if five people request the same workshop, then five “packets” of information will be assembled.

If you have any questions, contact Mr. Joey Vaughn, 728-2316.