

APPROVAL FORM FOR NON-DISTRICT SPONSORED WORKSHOPS

This form must be completed and signed by the school principal and the Assistant Director of Teaching and Learning before the workshop you are requesting to attend. A Professional Development Verification form must be completed and signed by the presenter in order to receive credit.

Name _____

School _____

Subject/Grade _____

Title of Workshop _____

Date of Workshop _____

Hours of Attendance _____

Topics that pertain to the school and/or school district needs: (Please attach a copy of the description of the activities).

Explain how this workshop will contribute toward your professional growth and help you in your classroom.

Principal's Signature/date

Assistant Director of Teaching
And Learning's Signature/date