

## Frequently Asked Questions:

### When do I need to fill out the “Professional Development Information and Approval Form”?

- You will complete the online approval form for any professional development activity, including conference attendance that requires calling in a substitute. One form will be completed for each day of any PD event requiring a substitute.
  - *You do not need to use the PD Approval form if you are using your assigned “pool teacher” or if you are covering the class with an out of the classroom person or period by period coverage through teacher’s conference periods.*
- Ideally you should complete the PD approval form 30 days in advance but at least 2 weeks prior to the requested PD event.

### What if it is a PD provided by the Local District or Central office? Who fills out the form?

- If the PD is **mandatory**, the approval form will be filled out by the point person facilitating the event at the Local District or Central office.
  - *This will be noted on the posting or flyer of the PD event.*
- If the PD is **voluntary**, the approval form must be filled out by the school site requesting to attend.
  - *This will be noted on the posting or flyer of the PD event.*

### What is the procedure if the PD event spans two or more days?

- The second question on the form asks if the PD requires multiple days of attendance. If the answer to this question is “yes”, then you will include the dates for the other professional development days in the following question.
- Please note, that ***you must complete a separate form for each day*** of the PD event.

### How and when will I know if the PD event is approved or denied?

- The Superintendent or his/her designee will oversee and monitor the PD substitute requests and have the ability to grant approval.
- The last question on the PD approval form asks for the principal’s and requesting party’s email address. Once a determination has been made as to whether the PD approval request is approved or denied, you will receive an email to the addresses provided.
  - An approval response will be given no later than 9 days prior to the event.

### What criteria will be used to determine which PD events take priority over others?

- Mandatory or required PDs will take precedence.