Overview of the PD Info and Approval Form:

The following “Professional Development Information and Approval form” has been developed to establish an approval system for any PD activity or conference requiring a substitute. The form will be used by all local districts and school sites requesting the use of substitutes for professional development activities, including conferences. Please use the following URLs for each Local District:


**Step 1:** Type in the date of the PD.
- This form will be filled out for each PD event or conference requiring a substitute.
- This form is also required if your teachers will be participating in a voluntary PD provided by the Central office or Local District.

**Step 2:** State whether the PD require multiple days of attendance.

**Step 3:** Identify if the PD is required or voluntary.

**Step 4:** Identify the grade level and/or department of the audience.
- Check all that apply.

**Step 5:** Indicate the total number of teachers participating in the PD.

**Step 6:** Type in the title of your PD.

**Step 7:** Identify who will be facilitating the PD.

**Step 8:** If it is a contract or outside provider, list the company name.
Local District Superintendent or designee will notify requesting party via email whether P.D. has been approved or denied.

**Step 9:** Indicate if the substitute request is part of a pre-approved conference.

**Step 10:** Indicate the number of substitutes

**Step 11:** Identify the District priorities that are being supported by the PD

**Step 12:** Rank the priority of this PD event between 1 and 5

**Step 13:** Identify your Local District

**Step 19:** Identify your school name (if applicable) or select VARIOUS if P.D. is being entered by the Local District staff.

**Step 20:** Indicate your Director’s name or check VARIOUS if the PD is being offered by the Local District staff.

**Step 21:** Put in the principal’s as well as the requesting party’s e-mail address

**SUBMIT:** Ensure that you receive the message that “your response has been recorded.”
Local District Person Oversight of the PD Info and Approval Form:

The following “Professional Development Information and Approval form” has been developed to establish an approval system for any PD activity requiring a substitute including conference attendance. The form will be used by all Local Districts and school sites requesting the use of substitutes for professional development activities. The Superintendent or his/her designee will oversee and monitor the PD substitute requests and have the ability to grant approval. The following spreadsheets will be available to monitor the PD substitute requests and inform the approval process.

Step 1: First tab “Data” sheet
- The PD information is organized by date
- Review the PD information provided and the number of substitutes requested

Step 2: Review PD information given by moving across the rows on the “Data” sheet
- Consider whether this PD requires multiple days of attendance
- Consider whether this P.D. is required or voluntary
- Consider whether there is a contract involved
- Review the priority rank given to the PD event

Step 3: Check the Summary and Accepted Day tabs
- Review the tab on the number of substitutes approved on the “Summary” tab and the total number of subs approved in the other Local Districts on the third “Accepted Day” tab
Step 4: Make a determination about approval (A) or Denial (D)
- Make sure you are in the first tab called “Data”
- In the “Data” sheet tab Approve or Deny the PD request

Step 5: Summary tab
- Request a time span to view by entering an “open date” and “close date” in the green cells. This can be one day, a week or a month.
- The total number of sub requests and number of approved subs will appear for the specific time period set
- Note this is NOT the tab where you should approve or deny a PD request

Step 6: Inform the local district, department or school site if the PD has been approved or denied
- Using the filter feature on the “summary” tab, identify the date or site that you would like to notify
- Copy and paste the specific information into an email
- Use the email given to respond to the request and let them know if they are approved or denied (no later than 9 days prior to the PD date)