

Directions for Teacher Professional Development Forms

You want to request approval for a PD activity and receive REIMBURSEMENT:

STEP ONE - BEFORE PD ACTIVITY

Use the [Application for Professional Learning Activity Form](#)

Choices: 1) Fill out Hard Copy by Hand 2) Use MS Word form from email 3) Make a copy of the above-linked document into your own drive and type information where lines are.

Get signed by principal and then send on to Board of Education office for processing.

STEP TWO - AFTER PD ACTIVITY

When you have a paid receipt, attach to [Verification of Completion Form/Post Activity Summary](#) and submit DIRECTLY TO BOARD OF EDUCATION OFFICE. This form needs **your** signature only.

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You want to attend a PD Activity out-of-district, but DO NOT need reimbursement:

Use the [Application for Professional Learning Activity Form](#)

Choices: 1) Fill out hard copy by hand; 2) Use the MS Word form sent from a Curriculum Office email; 3) “Make a Copy” of the above-linked Google document, placing it in your own drive, then complete the form, print, and submit.

Get signed by principal and then send on to Board of Education office for processing. You are done.

This form helps the district track PD events, so you won't get marked as absent from work.

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You want to submit a request for an alternate PD during a scheduled PD day.

If you would like to do an independent learning session on a scheduled district PD Day, but do not require reimbursement, please enter your request on Protraxx. This should be submitted at least two weeks ahead of the PD Day. Feel free to discuss your ideas with the Curriculum Office prior to submission, if you wish!

Step-by-step directions on how to fill out Protraxx, [CLICK HERE](#) (Created by the Curriculum Office)

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