



## Procedure for Requesting to Sponsor Staff Development Activity (MGSD-12)

1. In order to sponsor in-house professional development, complete the MGSD-12 form: **Request to Sponsor Staff Development Activity**. Sign and date the form and have your principal approve, sign, and date the form.
2. Attach a separate sheet to the form explaining (A) the focus of the workshop, (B) specific objectives and competencies to be acquired, (C) the strategies for achieving these objectives and/or competencies, and (E) the resources to be used. Indicate the (F) Target dates. All sponsored professional development **MUST** be planned for **AT LEAST 5 hours (.5 CEUs)**.
3. Send the completed MGSD-12 to the Central Office for the attention of the appropriate administrator (see below) for approval:

### **(Choose one)**

- Scott Smith (Elementary Instruction, Counselors)
- Todd Black (Secondary Instruction, Counselors)
- Sandy Albert (Student Services/EC)
- Ingrid Medlock (Nurses)

The Central Office Administrator will return the “approved” form with attachments to you.

PLEASE KEEP THIS PAPERWORK (MGSD-12 AND ATTACHED SHEETS) AFTER IT IS RETURNED TO YOU because you will have to **resubmit** it to the Central Office after the workshop is completed along **with the following additional documentation**:

- Roster (sign in sheet) of teachers who attended each workshop with the number of CEU’s each should receive for participating.
- In order to receive CEU’s each participant must complete an online survey that will appear in their Time Keeper menu after their participation is verified. ***It is not necessary for participants to complete a MGSD-10 Request for Renewal Credits.***