



Telephone (956) 969-6914

Weslaco Independent School District Professional Development Department

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*Dr. Priscilla Canales
Superintendent of Schools*

2020-2021 Non-District Sponsored Time Equivalency (TE) Pre-Approval Form

Name: _____ Employee ID#: _____

Campus/Department: _____

Staff members requesting TE credit for a professional development session NOT hosted by WISD must complete the following process to earn credit.

STEP 1: Secure supervisor approval at least seven (7) days prior to the training session(s). The employee must submit this form AND all information about the workshop to the supervisor when requesting approval.

STEP 2: Once request has been approved, the employee may register for the session. A copy of this form will be attached to the travel request form.

STEP 3: The employee submits proof of attendance at the approved training to their supervisor.

STEP 4: Upon completion of the training, upload a copy of the proof of attendance at the session AND this form in order for final TE credit to be approved.

Affidavit: I, the undersigned,

_____ will acquire these professional learning hours outside the contracted workday,

_____ will not supervise students during this time, and

_____ will NOT receive reimbursement or a stipend for the session(s) attended.

Signature of Staff Member

Date

Title of Session: _____

Date(s) of Session: _____ Location: _____ Hours of Credit _____

For Supervisor Use ONLY

_____ APPROVED (Session meets ALL TE Guidelines)

_____ NOT APPROVED (Session does NOT MEET ALL TE Guidelines)

Signature of Supervisor

Date

NOTE: TE hours will be forfeited if the TE Guidelines are not followed.