



**Pre-Approval Form-Step 1 of 2**

<b>Name:</b>	<b>Submission Date:</b> <a href="#">Click here to enter a date.</a>
<b>Building/Assignment:</b>	
<b>Date(s) of Professional Development:</b>	
<b>Location of Professional Development:</b>	
<b>Title of Professional Development: (be specific)</b>	
<b>Type:</b> Select one or more as appropriate. (Can be found on LPDC Example Activities page) <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional Presentation</li> <li><input type="checkbox"/> Ongoing series of workshop sessions</li> <li><input type="checkbox"/> Conference</li> <li><input type="checkbox"/> Single workshop</li> <li><input type="checkbox"/> Educational Project</li> <li><input type="checkbox"/> Self-Directed Educational Development</li> <li><input type="checkbox"/> Professional educational organization activities</li> <li><input type="checkbox"/> District Leadership Team, LPDC, curriculum development, school improvement</li> <li><input type="checkbox"/> Related Work Experience or Externship</li> <li><input type="checkbox"/> Professional Book Study/Review</li> <li><input type="checkbox"/> Other (Specify) _____</li> </ul>	
<b>Description of PD and what you hope to gain:</b>	
<b>IPDP Goal(s) applicable to this PD</b> <input type="checkbox"/> Goal A <input type="checkbox"/> Goal B <input type="checkbox"/> Goal C <input type="checkbox"/> Goal D <i>Write out goal(s) below:</i>	
<b>Requested Number of Contact Hours</b>	

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**Comments (for LPDC use only)**

Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_

Number of contact hours approved pending completion of project and verification: \_\_\_\_\_



**Pre-Approval Form – Step 2 of 2**

**Identify and attach documentation to evidence completion of the PD experience.**

**Name:** \_\_\_\_\_

**Submitted Documentation:** Check all that apply

- Certificate of attendance
- Reflection journal
- Time log
- Agenda with specific dates & times
- Conference program with attended sessions identified
- Transcripts or grade reports
- Original work related to PD: portfolio, lesson plans, curriculum documents, grants, academic articles, etc.
- Book Review Summary
- Other (Specify) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**Do not mark below this line. For LPDC use ONLY.**

Revise/Resubmit

**Revision Advice:**

Click here to enter text.

**-OR-**

Approved as written Contact hours approved: \_\_\_\_\_

**Approval Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_