Professional Development Provided Outside the School District of DeSoto County
Request for Professional Development Points

Proposal must be submitted and approved <u>prior</u> to attending the professional development activity.

Name:_____School/Dept._____

Name of Activity/Conference:_____

Activity/Conference Dates:_____

I am requesting professional development points for participating in the above named activity/conference. **I agree to provide the following information** to the Division of Instructional Services within **<u>15 student days</u>** following the event.

1. Syllabus/agenda which provides a detailed description of course content and must include dates and times with sessions attended clearly identified and/or a Certificate of Completion with dates/times of training with number of CEUs documented.

2. Professional Development Follow-up Self-Assessment form

Submitted By_____Date_____

<u>Proposal Accepted:</u>

Approved_____Date _____
Division of Instructional Services

<u>Documentation completed and points awarded</u>: Number of points _____

Approved_____Date_____
Division of Human Resources

Component Number_____

DIS-ICS-1-7-257-R10/12