



Professional Development Preapproval Form

Complete this form and email it to the Department of Instruction before taking a course for external credit.
gcolletti@district70.org or rmandarich@district70.org

Name: _____

PD Course or Event Title: _____

Name of PD Group or University Sponsoring Event: _____

Start Date of PD Event: _____

End Date of PD Event: _____

Will you earn contact hours or graduate credit for your course? List the number of hours next to the correct label.

Contact Hours: _____

University Graduate Credits: _____

Please insert the course or PD event description: _____

Website of Training if Applicable: _____

Requester Signature _____ Date _____

Admin Signature _____ Date _____

Course is approved for horizontal movement ☐

Course is not approved for horizontal movement ☐

Upon successful completion of the professional development event a complete external credit request must be submitted to District 70's PowerSchool Professional Learning site. All courses, including those not approved for horizontal movement, will be added to your transcript. Please contact the Department of Instruction if you have questions.