

GPISD PRE-APPROVAL

Out of District Professional Development Credit

(necessary for all sessions NOT provided by GPISD)

Must be approved by the Teaching & Learning Content Facilitator / Supervisor AND Campus Principal/supervisor. The session must conform to GPISD Professional Development standards.

Conference/Out of District Sessions: Any session taken out of district must be PRE-approved by the appropriate central office administrator AND the campus principal **PRIOR** to attending. Agenda and certificates must be submitted for documenting total time in sessions. Documentation is required for verification purposes and must be submitted **WITHIN 30 DAYS** of the session date. Time spent in exhibits, meetings, lunch, social events or breaks during the conference will not be included as professional development hours.

Name: _____

Campus: _____

Job Title & Teaching Assignment: _____

Conference / Session Provider: _____

Provider SBEC number (REQUIRED) _____

• Session / Class Title: _____

• Date(s) _____

I am requesting _____ Out of District credits. (max. 6 per day)

I am requesting _____ Gifted & Talented credits → Adv Academics approval: _____

Session(s) aligned to (both columns required):

- | | |
|--|---|
| <input type="checkbox"/> Domain 1: Planning | <input type="checkbox"/> We create success |
| <input type="checkbox"/> Domain 2: Instruction | <input type="checkbox"/> We empower people |
| <input type="checkbox"/> Domain 3: Learning Environment | <input type="checkbox"/> We lead by example |
| <input type="checkbox"/> Domain 4: Professional Practices & Responsibilities | |

Signature _____ Date _____

Campus Principal/Supervisor Approval _____ Date _____

_____ Admin initials--approval for substitute (if sub is needed)

Central Office Facilitator/Supervisor Approval _____ Date _____

★ For credit approval, **BOTH** 1) the certificate of completion and 2) this form must be submitted **within 30 days** of session completion.

- Enter the request into Edugence (Certifications/Credit Requests)
- For assistance, contact the Human Capital Development department @ ext 3451.

If not submitted within 30 days, it will not be added to your electronic portfolio. Keep the hard copy as documentation for your records.