



PDP ALTERNATIVE REQUEST FOR SCHOOL SITES PROCEDURES



Many schools have activities that address the theme and focus of the **Professional Development Program (PDP)**, that are beyond the 7 site-based hours required. To encourage school based professional development, principals may submit a *PDP Alternative Request Application for School Sites* on behalf of the faculty. These offerings may count towards the 15 division PDP hours, if the activity:

- ◆ Extends the professional growth of the teacher
- ◆ Addresses standards, data and strategies that impact student achievement
- ◆ Is relevant to the individual's **current, primary** teaching assignment
- ◆ Has a population larger than 10 in attendance at the activity
- ◆ Occurs during non-contractual hours
- ◆ **Was not used toward site-based PDP hours**

Please note: To receive Professional Development Program hours, all procedures must be followed. The principal's designee is responsible for submitting documentation verifying attendance as outlined below to the Office of Organizational Development.

Procedures to acquire PDP from an alternative request for a school site:

- 1) Ensure the activity meets all the criteria outlined above.
- 2) Complete the *PDP Alternative Request Application for School Sites*.
- 3) Make a copy for your records.
- 4) Submit the form to the appropriate director **no later than 2 weeks** after the start date of the activity. **Submission of the application prior to the start date of the activity is encouraged;** however, approval can be received up to two weeks after the start of the activity. Items received after this time may not be processed.
- 5) Forward the APPROVED form with a **roster of the participants' legal names, their WISE numbers, and total PDP hours to award to Organizational Development, ATTN: PDP, Joanne Lucas as soon as possible after completing the activity.** Items received after May 8, 2010 may not be processed.
- 6) Call 263-1220 with questions.



PDP ALTERNATIVE REQUEST FOR SCHOOL SITES APPLICATION



Step 1: Complete this form for a school site activity (not a part of site-based PDP) for groups larger than 10 and meets all criteria established in the *PDP Information Booklet* for **PDP Alternative Request for School Sites**.

Activity Contact Name (print):								
School:								
Title Of Activity:						Date(s) for Activity:		
Number of PDP hours requested (circle one)	1	2	3	4	5	6	7	8
<i>1 seat/contact hour = 1 PDP hour</i>	9	10	11	12	13	14	15	
Activity Description:								
Relevance of Activity to PDP Goals:								
PRINCIPAL'S USE ONLY:								
I confirm this activity is <u>not</u> part of site-based PDP hours and occurs during non-contractual hours.								
_____						_____		
Principal's Signature						Date		

Step 2: Send this completed form to the appropriate director below at the pony mail location indicated **no later than** 2 weeks after the start of the activity. Submission of the completed form prior to the activity start date is encouraged. **Items received after this time may not be processed.**

<u>Teaching Area</u>	<u>Director</u>	<u>Office</u>	<u>Pony Mail Location</u>
Gifted Education	Kelly Hedrick	Gifted Ed. & Academy Programs	School Admin. Bldg.
Elementary	Marie Balen	Elementary Instructional Services	School Admin. Bldg.
Library/ Media	Bill Johnsen	Instructional Technology	School Admin. Bldg.
Tech & Career Education	Pat Konopnicki	Technical and Career Education	Adv. Tech. Center
Guidance	Alveta Mitchell	Guidance	Commonwealth Bldg.
Special Ed.	Bob Mitchell	Programs for Exceptional Children	Laskin Road Annex
Secondary	Joe Burnsworth	Secondary Instructional Services	School Admin. Bldg.

DIRECTOR'S USE ONLY:	
_____ Request Approved for _____ PDP hours	Request Denied _____
_____	_____
Signature of Director of Instructional Services	Date

Step 3: Forward this APPROVED form with a **roster of participants' legal names, their WISE numbers, & total PDP hours to award to Organizational Development Attn: PDP, Joanne Lucas as soon as possible after completing the activity.** **Items received after May 8, 2010 may not be processed.** Call 263-1220 with questions.

ORGANIZATIONAL DEVELOPMENT USE ONLY:	
DATE Received: _____	Roster w/WISE #'s & PDP Hours Provided: Yes ___ No ___
Comments: _____	
Authorization of Specialist for Processing: _____	DATE Processed: _____