



Professional Development Program

Site-Based Third Day Alternative Request Procedures

This process is used when a teacher needs to select an alternative activity to meet the site-based PDP obligation. The activity must focus on instructional strategies correlating with the school's Plan for Continuous Improvement, in addition to being approved by **both** the site principal and appropriate assistant superintendent **prior to** the activity.

Division PDP activities cannot be used to satisfy site-based obligation.

To receive Professional Development Program hours, all procedures must be followed and the employee must provide documentation verifying the attendance and completion to the Principal or the school's point tracker to be included in the site-based professional development report. Failure to do so will result in the hours not being processed.

Procedures for receiving approval for an alternative to site-based professional development follow:

1. Complete the *Site-Based Third Day Alternative Request Application*.
2. Attach documentation explaining how the activity focuses on instructional strategies and correlates with the school's Plan for Continuous Improvement.
3. Submit the form to the site principal for approval/disapproval.
4. Submit the approved application to the appropriate assistant superintendent for approval/disapproval.
5. Receive approval/disapproval from the appropriate assistant superintendent within 7 working days after the receipt of the request application.
6. Attend the approved alternative activity.
7. Attach documentation to serve as proof of attendance.
8. Make a copy for your records.
9. Submit the approved application and verification of attendance to the principal or building site-based point tracker designee. The point tracker will then provide credit towards the site-based obligation.

