



DISTRICT OUT-OF-DISTRICT WORKSHOP APPROVAL FORM

Below is campus information about professional development procedures and requirements.

- All out-of-district workshops and conferences must be pre-approved by your SUPERVISOR at least 21 days prior to the date of the workshop. Please attach to this form any descriptive information about the workshop/conference being requested. Once your professional development request has been approved, you may proceed with registration.
- For training that includes a registration fee, please attach a copy of this form to your completed registration form and submit this to the school secretary. Travel and food reimbursement will not be provided for local training in the Metroplex area.

Below is Frisco ISD information about professional development procedures and requirements.

- To receive professional development credit for out-of-district workshops and conferences, request a certificate from the presenter and provide a copy to your principal **AND** submit a request for credit in Eduphoria for your principal to approve the credits to be applied to your transcript.
- Non-contract hours must be earned in at least two of the framework strands: curriculum, instruction, assessment, differentiation, and continuous improvement. This does not apply to paraprofessionals.
- All campus professionals will complete a minimum of 12 hours of non-contract professional development credit in exchange for November 24 & 25, 2009. Paraprofessionals may also do so.
- The deadline for the accumulation of non-contract credit for all campus professionals begins June 8, 2009 and ends on April 1, 2010. For paraprofessionals the deadline is November 8, 2009.

EMPLOYEE NAME: _____ **DATE:** _____

TITLE OF SESSION: _____
DATE OF SESSION: _____ LOCATION: _____
HOURS OF CREDIT: _____ STRAND(S) : _____
REGISTRATION FEE: \$ _____
METHOD OF PAYMENT/BUDGET CODE: _____

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APPROVED

DENIED

SUPERVISOR SIGNATURE: _____ **DATE:** _____