



Frisco Independent School District Out-of-District Pre-approval Form

STEP 1: All out-of-district workshops/conferences must be pre-approved by your supervisor at least 21 days prior to the date of the workshop. Submit this form AND any workshop information to your supervisor.

STEP 2: Once your professional development request has been approved, you may proceed with registration. Please attach a copy of this form to your completed registration form and submit this to the school secretary for processing. Travel and food reimbursement will not be reimbursed for local workshops.

STEP 3: To receive non-contract professional development credit, upon completion/attendance submit proof of attendance to your supervisor.

STEP 4: Add a new portfolio entry in Eduphoria Workshop for your supervisor to approve.

- Non-contract hours must be earned in at least two of the framework strands: curriculum, instruction, assessment, differentiation, and continuous improvement.
- All professional employees must complete 12-hours of non-contract professional development beginning June 7, 2010 and ending on April 1, 2011.

EMPLOYEE NAME: _____ **DATE:** _____

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

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

APPROVED

DENIED

SUPERVISOR SIGNATURE: _____ **DATE:** _____