

Procedure for Approval of Professional Development Provided Outside the District

School District of DeSoto County

In order to facilitate the awarding of appropriate professional development points for activities outside the District, the following procedures have been established.

To insure that teachers participate in appropriate activities tied to the goals of the Individual Professional Development Plan and the goals for the school at which they are assigned, all activities provided outside the District must be reviewed and approved prior to participation for points. By following the procedure outlined below, a teacher will be sure that they are participating in an activity that meets the requirements as outlined in the Florida Department of Education Professional Development Protocol and Master District Inservice Plan.

It is important to complete appropriate application paperwork in a timely manner. Applications should be submitted far enough in advance of the activity for DIS to have sufficient time to review the application and activity and either grant approval, request more information, or provide a reason for denial.

1. Teacher requests appropriate request form from DIS. (contact Gail Hines or Rosa Martinez)
2. Teacher submits the appropriate request form with documentation (specified on the form) to DIS **prior** to the date of the activity. (Elementary requests sent to Associate Director Sorrells; secondary requests are sent to Associate Director Halvorson)
3. AD Sorrells or AD Halvorson review the submission and respond by approving the activity, requesting more information, or denying the application with reason. This response is provided to the applicant prior to the event. Teachers should not participate without approval in written form from DIS.
4. One copy of the form is filed in DIS, two copies are returned to the applicant.
5. Upon completion of the activity and appropriate follow up, documentation is sent to DIS with the remaining two copies of the request form.
6. Documentation is reviewed by the appropriate Associate Director (Sorrells or Halvorson). Should further documentation be required, the teacher will be contacted and provided information regarding what further information or documentation is needed to meet standards for approval.
7. Once the activity is in approvable form, the two copies of the request form are sent to Director Dubbert for final approval and signature.
8. One copy of the form is returned to DIS for recording and filing. The remaining copy is sent to the teacher for his/her records.

Questions regarding any professional development activity or points earned should be directed to Associate Directors Halvorson or Sorrells. Questions regarding use of the professional development online tracking program or cumulative points or records should be directed to Mrs. Gail Hines or Mrs. Rosa Martinez.